Campus News—Page 2
UC Buys Remainder of CED

Today & Tomorrow—Page 5
A Science Day for Richard Root, Dec. 8

Benefits—Page 6
Ethel M Chocolate Tasting, Dec. 7, 8

Medsounds—Page 8
Greetings from Cathi Scarpa

Volume 4, Number 20 *November 25-December 15, 1989*

UCSF Newsbreak

Robert Foothorap

Dental Care for Soviet Armenian Children

A group of children who sustained injuries in the Soviet Armenian earthquake last December were on campus earlier this month to have dental exams and lessons in dental hygiene. The children, ranging from 3 to 15 years old, were brought to this country by the Armenian Earthquake Relief Society, an affiliate of the Armenia Red Cross. They arrived in early October and are scheduled to stay several weeks, depending on their medical needs. Above, Maria Mouradian has her teeth checked by dental hygienist Evelyn Lowe, while restorative dentist Jack Koumjian, who coordinated the UCSF visit, and Suzana Tadeossian (left) and her sister, Ami, look on.

$11 Million NIH Grant for Heart, Lung Research

The campus has received a $11 million NIH grant to start a one-of-a-kind research program that will bring the modern tools of genetics and molecular biology to bear on a neglected area of biology: The growth and development of the heart, blood vessels and lungs.

The seven-year, $10.8 million grant from the National Heart Lung & Blood Institute is designed to stimulate new research in this area, and to provide the basis for future attacks on diseases like atherosclerosis, lung disease and cancer.

According to program leader Lewis T. "Rusty" Williams, a senior investigator in the CVRI and Howard Hughes Medical Institute, the application of new genetic and molecular tools has transformed many fields of biology, leading to significant advances in understanding and treating cancer, disorders of the immune system, and blood and muscle diseases.

To date, however, the field of cardiovascular and pulmonary research has been dominated by physiologic studies of entire organs or tissues, while molecular and genetic studies have lagged behind.

Researchers in the CVRI, who have made outstanding contributions in this field, will join forces with some of the world's best-known molecular biologists at UCSF to remedy this situation, melding the two approaches into a powerful investigative tool.

The $11 million dollar grant will allow for these specific projects:

(continued on page 2)

Millberry Union's Grand Opening is December 7

You must come to Millberry Union's Grand Opening on Thursday, December 7. With the months and months of hammering, drilling, carpet laying, and tiling finally over, now it's time to celebrate.

If you haven't been over there yet, you're in for quite a treat. While it's hackneyed to say, "Gee, you won't recognize the place," the truth is you won't. With a new Fitness Center, complete with new equipment, a new weight room, two aerobics rooms, plus new squash courts, refurbished pool and gym, new lobby, new conference rooms and a new eatery, the "new" Millberry Union is nothing short of incredible.

To celebrate, the Millberry staff is bringing to campus all kinds of entertainment on December 7, from 3 to 6 p.m., including Swing Fever in the Plaza Grill, a harpist in the Cafe Terrace, a string quartet in the Millberry Lobby, and much more. There also will be a plaque dedication in the lobby. See you there!

Brain Tumor Research Lab Receives $2.6 Million From Preuss Foundation

A $2,625,000 gift from the Preuss Foundation has established a new laboratory on campus: The Preuss Laboratory for Brain Tumor Research.

The Preuss Foundation has supported research in the diagnosis and treatment of brain tumors with a number of grants and gifts. The pledge to UCSF is the largest in the Foundation's history.

The new Preuss Laboratory will be part of the UCSF Brain Tumor Research Center in the Department of Neurological Surgery and will be directed by renowned cancer scientist Mark Israel.

A pediatrician and molecular geneticist, Israel comes to campus from the National Cancer Institute (NCI) where he headed the Molecular Genetics Section—Pediatric Branch since 1984. He had been affiliated with NCI and other divisions of the National Institutes of Health since 1975.

In recent years, Israel has studied the molecular biology of pediatric tumors, leading to a better understanding of the causes and more effective treatments of childhood cancers. His research focuses in particular on studies of neuroblastomas and astrocytomas—the most common types of tumors occuring in the nervous system.

The $2.6 million pledge, arranged by the Preuss Foundation, was made possible by generous contributions from Helen and Sol Price, Mrs. Pearl Effron, and Peggy and Peter Preuss, president of the Preuss Foundation.

National Institutes of Health

Preuss Lab director Mark Israel

Jaffe is First Recipient of Ob/Gyn Endowed Chair

The Department of Ob/Gyn and Reproductive Sciences has its first endowed faculty chair in its 125-year history: The Fred Gellert Chair in Reproductive Medicine and Biology. And the first recipient of the chair has just been announced: Robert B. Jaffe, professor and chair, ob/gyn and reproductive sciences and director of the Reproductive Endocrinology Center.

David Powers

Holder of the First Gellert Chair: Robert Jaffe.

The Gellert Chair is funded by the Fred Gellert Foundation and the Ob/Gyn Research and Education Foundation to honor an outstanding investigator in the field of reproductive medicine and biology. It supports the research and public service activities of an outstanding member of the faculty and, of course honors the benefactor—the late Fred Gellert—a well known San Francisco philanthropist and builder who developed the Serramonte Shopping Center, among other projects.

Jaffe has been professor of the department for the past 16 years. He came to campus from the University of Michigan where he had served for 10 years. An expert in reproductive endocrinology, the study of hormones involved in regulating reproductive processes, he is recognized internationally as a distinguished researcher, clinician and teacher.

The announcement of Jaffe's appointment to the Gellert Chair was made on November 9 at a gala dinner dance which celebrated the department's 125th anniversary.

Hooray! . . . United Way!

(Left to right) Henk Mar of Acute Hemodialysis, Josie Dizon of Materiel Services, Pamela Brown of General Internal Medicine I, and Neville Rambaram of Materiel Services joined some 325 other campus United Way donor representatives and department contacts at a luncheon to welcome the campaign to UCSF. What percentage of campus folks donated during the two-week campaign? Too early to tell. See the next issue of Newsbreak *for details.*

Campus Martin Luther King Week Begins at Hansberry Theater; Tickets Dec. 1

UCSF's Martin Luther King Week (January 14-19) will begin with a special champagne reception and two theater productions at the Lorraine Hansberry Theater, 620 Sutter Street, on Friday, January 12, beginning at 5:30 p.m.

The first play will be a one-man show starring Felix Justice, entitled "Prophecy in America." Justice portrays Martin Luther King, Jr. delivering a final testimony to the purpose and direction of his life's work. The performance will delve into King's nonviolent direct action, his dealings with fear and his general philosophies.

The second performance is entitled "The Book of Malcolm," written by UCSF's Roger Lewis of Materiel Services, who chairs the MLK Week Committee. Excerpts will be given from the soon-to-be-produced play, which shows the dramatic differences and similarities between Malcolm X and Martin Luther King, Jr.

Discount tickets for this three-part kickoff will go on sale through EMPACT! beginning December 1. For further information call x62675.

Meanwhile, the Martin Luther King, Jr. Committee also is in the midst of planning the First Annual Ethnic Festival on January 17, which will give an opportunity to all registered campus organizations to share and participate in the rich diversity of the campus. More on this in future issues of *Newsbreak*.

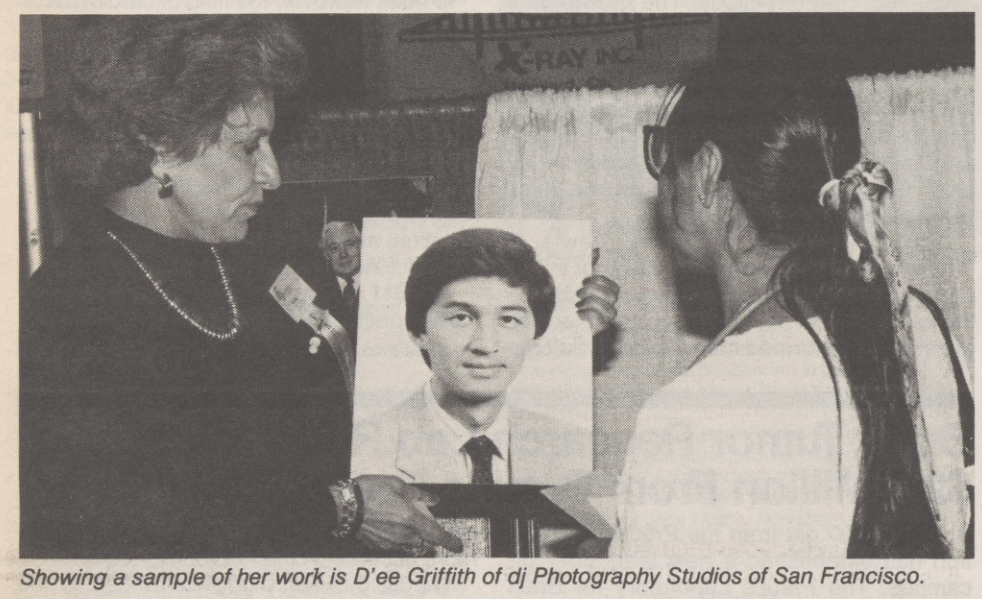
UC Buys Remainder of CED

The University has just purchased the remaining portion (51 percent) of CED, the Center for Educational Development at 1855 Folsom Street, and the adjacent 250-space parking lot. For the past 12 years, UC has owned 49 percent of the building and has been renting another 40 percent. The newly acquired space will continue to be used for University administrative and affiliated support services, according to Vice Chancellor Bruce Spaulding.

All current leases will be honored for tenants who are not UCSF related.

Seven hundred and sixty-three people now occupy the six-story building, 606 of whom are UCSF employees. Once we own the entire building, approximately another 112 employees will be housed there.

Putting Your Best Face Forward



Showing a sample of her work is D'ee Griffith of dj Photography Studios of San Francisco.

Some 50 representatives from several small, minority and woman-owned businesses exhibited their goods during a trade show on campus in late October. Held annually, the show allows various Bay Area firms to make their services known to UCSF purchasing representatives.

"This was really a successful event, considering the earthquake and all," says Fred Logan, small business coordinator for the campus. "We had vendors from as far away as Chicago, and at least 400 people attended."

In 1988-89, approximately $66.6 million of UCSF purchasing dollars (38.6 percent) went to small businesses, $12 million (7.1%) to minority-owned firms, and $8.9 million (5.2 percent) to woman-owned firms.

The show was sponsored by the UCSF Small Business/Small Disadvantaged Business/and Woman-Owned Business Utilization Committee, Materiel Management Department, the Medical Center and the Affirmative Action Office.

Berkeley Interns Complete Residencies

Two UC-Berkeley interns now are completing their "UCSF stint" in order to obtain their Master's degree in Health Policy & Administration from the School of Public Health. The six-month residencies will end on December 8 for Paulette Hathorn in the School of Dentistry Dean's Office, and Penelope Tucker in the School of Medicine's Dean's Office.

Paulette is working under Carol Littlejohn on two projects studying the fiscal impact of unreimbursed dental clinic care; while Penny, under Charles Smuckler, is working on a variety of projects, including a proposal for an electronic communications system for the medical school.

Penelope (left), Paulette

$11 Million Grant *(continued)*

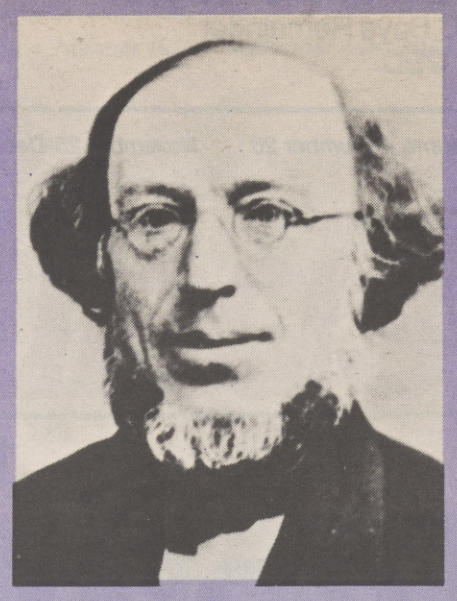
- Williams, whose laboratory recently cloned and sequenced the receptor for fibroblast growth factor (FGF), will look at how FGF stimulates the growth of new blood vessels.
- Using transgenic mice and frog embryos, molecular biologists Gail Martin and Marc Kirschner will look at how the heart and blood vessels grow in the early embryo, and the role played here by known growth factors.
- As part of the study of growth factors and their receptors, structural biologist Robert Fletterick will be determining their three-dimensional structure, which should help develop antagonists or blockers that may prove useful in treating disease.
- CVRI members Charles Ordahl and Roger Cooke will concentrate on heart and skeletal muscle, specifically the genes involved in the development of these tissues from unspecialized cells in the embryo.
- Molecular biologist Keith Yamamoto will collaborate with CVRI physiologist Philip Ballard to look at gene regulation in the developing human lung.

Though the researchers will work in their separate existing laboratories, they will collaborate under the formal name "The Program for Excellence in Cardiovascular & Pulmonary Growth & Development."

Coupled with the project is an advanced investigator program designed to refocus the work of postdoctoral students who may already be interested in the area, and to interest new faculty in this type of research. It will provide three years of support to young faculty at a time when they most need it—early in their careers.

125th Flashbacks!

The fourth in a series of vignettes to celebrate our 125th Anniversary.



History buffs will tell you that the 1870s saw many noteworthy events. Winston Churchill was born, the first American zoo was established in Philadelphia, Edison invented the phonograph, and the very first swimmer crossed the English Channel.

One thing they will not tell you is that the 1870s saw total destruction of the wine industry in California and the great vineyards in the Rhone Valley of France.

That's because it didn't happen. It very likely was prevented by one man: UCSF pharmacologist James Blake.

Born in England, this versatile physician left his homeland to seek his fortune with hundreds of thousands of others during the California Gold Rush. He became a professor of Obstetrics and Diseases of Women and Children at our Toland Medical College. When we became affiliated with UC in 1873 he became a professor of pharmacology.

Blake was intrigued by the winery problem. Knowing the cause was easy—an enormously destructive insect, yellow in color and similar to other plant-lice. It was called *Phylloxera vastatrix*.

Saving the precious vines was a little more difficult. First, he recommended carbon bisulphide, an effective solution, but far too expensive. Then he recalled that there were wild grape vines in America, many with tough barked roots, which he hoped the phylloxera would not be able to penetrate. He made his way to the Russian River and found a variety of those tough roots. He proceeded to graft European grape stock to the vines and found that he *could* protect the plant against the dreaded infestation. He named the vine after Saint George of his native England.

Excerpted from "Yesterday's Paper," a UC publication for the 1976 Twin Bicentennial Science & Industry Exposition.

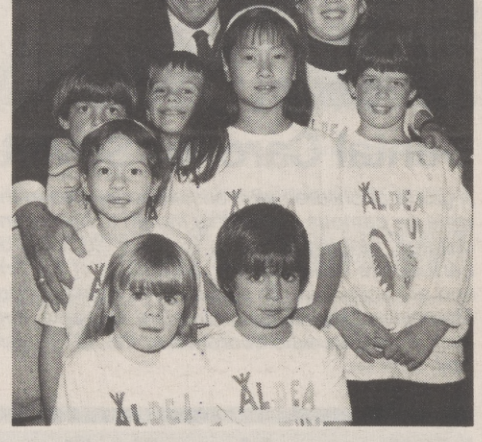
(At the time of this writing, we had just read that a new resistant strain of phylloxera is attacking our Northern California vineyards. Where is James when we need him?)

Laurel Heights Public Meeting Nov. 28

The last public information meeting to discuss the environmental impact of UCSF-Laurel Heights will be held on Tuesday, November 28, at 6 p.m. in the UCSF-Laurel Heights Auditorium, 3333 California Street. The formal public hearing will be held on Monday, December 4, at 6 p.m. also in the auditorium. Letters of support or concern may be sent to David Layne, Millberry Union, 4th fl. West, Box 0286. For further information call x63206.

Pacific Rim Proposals Due

Proposals are due for the 1990-91 Pacific Rim Research Program. Support generally ranges from $30,000 to $100,000 for large research projects, with an average grant of $50,000. A new feature of this year's program is proposals for archives and electronic databases designed to support Pacific Rim research. An original plus seven copies of each Pacific Rim application must be submitted to the Office of Academic Services, Room S 115, Box 0400, by Friday, January 5. Proposals may not be submitted directly to the Office of the President.



Skunks & Slugs

Chancellor Krevans was more than happy to be the judge of the recent Aldea Housing "Fun Coloring Competition." Organized by pharmaceutical chemistry graduate student Andrew McLeod, the contest attracted 24 children, all from Aldea. "The theme, basically," explains Andrew, was 'skunks and slugs' because there are so many of them up here." The winners (most of whom are shown above) each received T-shirts with "Aldea Fun" and "Sally Skunk" printed on them. The shirt was designed and printed by Andrew.

Big Funding Gains for School of Nursing

Fiscal 1988-1989 was a banner year for extramural funding gains for the School of Nursing. According to the annual funding report just released by the Office of Research, Evaluation & Computer Resources in the Dean's Office, a total of $8,111,219 in federal, state, and private contracts and grants was awarded to the School during the last fiscal year, representing a gain of 26% over the previous year's total of $6,403,711.

Of the 1988-89 total, $4,818,023 was awarded for research and $3,293,196 for training, including $231,631 in pre- and post-doctoral National Research Service Awards.

A particularly promising aspect of the funding picture was the increase in federal research awards to individual investigator projects. These awards provide the base for the School's Biomedical Research Support Grant (BRSG). This year's BRSG entitlement base represented by the faculty grants has increased a whopping 95% over last year.

The Real Willie K.

In the last issue of Newsbreak *we ran a great picture of several dignitaries on the main stage during our 125th Anniversary celebration. What wasn't great was that we had misidentified Supervisor Willie Kennedy as Doris Ward. On that same page we also had misidentified the dance troupe Michiya Hanayagi as the Flowing Stream Ensemble. We apologize.*

UCSF *Newsbreak*

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Deadline for the next issue, which will cover December 16 to January 12, 1990 (four weeks) will be on Tuesday, December 5, at 11 a.m. Please send campus news copy to Allen Balderson, Medical Center news to Dawn Finch, and calendar and gazette items to Michele Firpo, all at Box 0462. Last-minute copy can be taken over the telephone by calling x61541 or x62557.

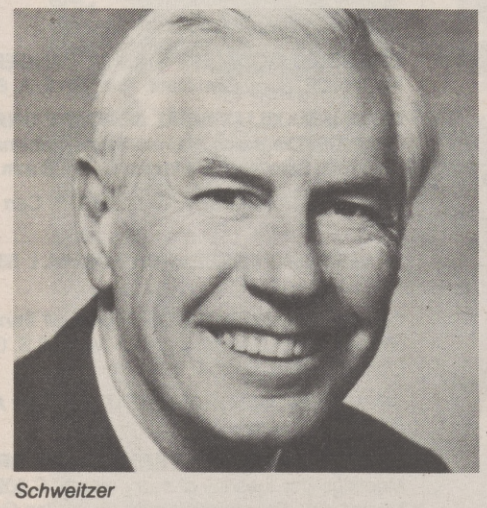
Editor: Allen J. Balderson
Med Center writer: Dawn Finch
Calendar, Gazette editor: Michele Firpo
Production editor: Don McClelland
Contributing editors: Sanna Craig, Andy Evangelista, Patricia Forsyth, Carol Fox, Corinna Kaarlela, Robert Sanders, Alice Trinkl
Photography: Allen J. Balderson, Dawn Finch

Michela Reichman, Assistant Chancellor—Communications

UN Centre of Science and Technology for Development

Gazette

Honors & Awards



Schweitzer

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UN Centre of Science and Technology for Development

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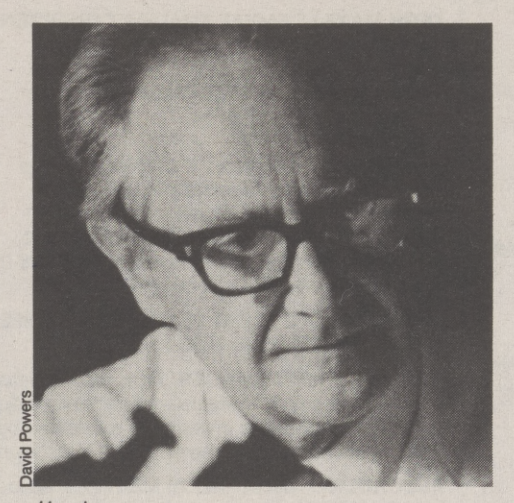


David Powers

Havel

Robert J. Schweitzer, associate clinical professor, surgery: Elected national president of the American Cancer Society. Schweitzer also is medical director of the Cancer Education Prevention Center, a community-based effort at Merritt Hospital in Oakland. Other newly elected American Cancer Society SF Division officials: **Stephen McPhee,** associate professor, medicine, was elected to the board of directors; **James W. Crawford,** coordinator, tours program, Campus Tours & Speakers Bureau, was elected to the executive committee.

Philip D. Darney, professor in residence, ob/gyn; professor, Institute for Health Policy Studies: Elected vice chair of Planned Parenthood Federation of America, a voluntary, non-profit provider of family planning services and women's health care.

Roger Boles, professor, otolaryngology: Elected chair of the Accreditation Council of Continuing Medical Education, a national organization which accredits medical schools, national specialty societies, the AMA and major hospitals and medical groups that offer continuing medical education.

Floyd C. Rector, professor & chair, medicine; professor, physiology; senior scientist, CVRI: Winner of the Mayo Soley Award of the Western Society for Clinical Investigation.

Eileen B. King, clinical professor, pathology; research pathologist, epidemiology & biostatistics: Winner of the Papanicolaou Award from the American Society of Cytology in recognition of meritorious contributions to the field of cytology.

Richard J. Havel, director, CVRI; professor, medicine: Winner of the ninth annual Bristol-Myers Squibb Award for distinguished achievement in nutrition research.

Aklilu Lemma, associate research parasitologist, epidemiology & biostatistics: Winner of the "Alternative Nobel Prize" from the Swedish Right Livelihood Society which honors and supports those people working on practical and replicable solutions to the real problems facing us today. Lemma has been working for the last 25 years to help eliminate schistosomiasis, a debilitating and economically devastating blood-fluke disease which affects 200 million people in Africa, South America and the Far East. Lemma shared the award with two Ethiopian collegues and the London-based Survival International.

Mardi J. Horowitz, professor, psychiatry; director, Center for Study of Neuroses: Winner of the Samuel G. Hibbs Award for the best unpublished paper on a clinical subject. The winning work's title is "A Model of Mourning: Change in the Schemas of Self & Others."

Contracts & Grants

Information on contracts and grants is made available to this paper through individual departments, researchers or the funding agency.

Albert E. (Ted) Benjamin, associate adjunct professor, School of Nursing; social & behavioral sciences & Institute for Health Policy Studies: $59,891 from AmFAR Foundation for *An Analysis of Hospice Models for Persons with AIDS.*

Virginia Carrieri-Kohlman, associate professor, physiological nursing: $149,650 from NIH-NCNR for *Nurse Coached Practice for Relief of Dyspnea.*

Virginia Cleland, professor, mental health, community & administrative nursing: $91,773 from NIH-NCHSR for *Pay Structure for Nursing: Inducements & Costs.*

Patrick Fox, principal analyst, Institute for Health & Aging: $46,296 from CA-DHS for *Comparison of Rate of Progression of Alzheimer's Disease in Subjects with Early & Late Age of Onset.*

William Holzemer, professor, physiological nursing; director, research & evaluation, School of Nursing Dean's Office: $127,188 from NIH-NCNR for *Quality of Nursing Care of People with AIDS.* Also $8,569 from NIH-NHLB for *Small Instrumentation Program.*

Bryan Johnstone, assistant resident anthropologist & assistant adjunct professor, social & behavioral sciences: $78,181 from NIH-NIAAA for *Alcohol & Diet: General Population Relationships.*

Kathryn Lee, assistant professor, family health care nursing: $65,462 from NIH-NCNR for *Fatigue & Sleep Patterns in Childbearing Women.*

Afaf Meleis, professor, mental health, community & administrative nursing; director, Middle East Study of Immigration, Health & Adjustment: $105,560 from NIH-NCNR for *Community Oriented Primary Health Care.*

Robert Newcomer, professor, social & behavioral sciences; associate director, Institute for Health & Aging: $697,804 from NIH-HCFA for *Evaluation & Technical Assistance of Medicare Alzheimer's Disease Demonstration.*

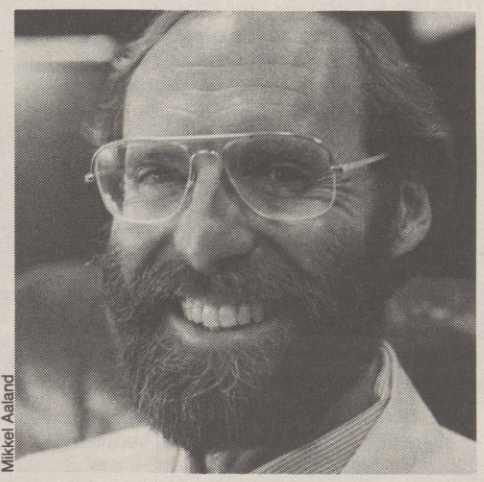
Publications

Philip Magee, research associate, dermatology; president, BIOSAR research project: Editor, *Probing Bioactive Mechanisms* (American Chemical Society, Wash. DC, 1989).

David O. Harrington, professor emeritus, ophthalmology; **Michael V. Drake,** associate professor, ophthalmology & chief, Eye Clinic: Co-authors, *The Visual Fields, A Textbook & Atlas, 6th edition* (C.V. Mosby, St. Louis, 1990).

James W. Dilley, assistant clinical professor, psychiatry; executive director, AIDS Health Project: Co-author, *Face to Face* (AIDS Health Project, UCSF, 1989).

Appointments



Mikkel Aaland

Kohl

Agnos

Steven Kohl, chief, Division of Pediatric Infectious Diseases, SFGH. A professor of pediatrics and president-elect of the Society for Pediatric Research, he recently was recruited from the University of Texas, Houston, where he also was professor, pediatrics. A native of New York City, Kohl graduated from the College of Physicians and Surgeons, Columbia. Kohl will continue his research into the immune response of children to the herpes simplex virus, particularly in newborns. He specifically is looking at white blood cell destruction of herpes-infected cells.

Irene Agnos, assistant to the vice chancellor, University Advancement & Planning. Agnos received a BS in nursing from the University of Pennsylvania and a master's in human services administration from Goddard College. For the past 10 years she has been the director of government relations for the California Nurses Association where she directed the association's legislative and political agenda. In her current position she will assist Vice Chancellor Bruce Spaulding in coordinating the goals and mission of the newly created University Advancement & Planning division.

A New Umbrella Organization Forms on Campus (and we don't mean Totes®)

There is a new organizational unit on campus called Information Technology Services which brings together in one unit the Computer Center, AIS and Telecommunications, all under Assistant Vice Chancellor David J. Ernst.

"Although ITS is evolving and some fine tuning will be done over the next several months," says Brent R. Stevenson, vice chancellor of Business & Fiscal Services, "the basic structure has been identified and will consist of Academic Computing Services, Administrative Information Services, Central Systems and Operations, Communications Services, and Consulting and Support Services. This new structure will enable us to improve and expand the services offered to the campus and will provide for progressive and responsive growth in the area of information technology."

Two new directors have been appointed at ITS: Brenda Bangert and Richard Bernstein.

- Brenda directs Administrative Information Services (AIS), which provides support in the planning, development, implementation, and maintenance of automated information systems. Bangert recently was an associate director of administration for Stanford's office of development. She comes to the University with 20 years of experience in the information systems field.
- Richard directs Consulting and Support Services, which helps provide quality assistance to users of microcomputers and mainframes at UCSF. Through tools such as INFORM and Electronic Mail, his department provides easy and productive access to information. Bernstein has worked for UCSF for the past 10 years as a part-time employee, and has 20 years experience as a programmer, systems designer, teacher and consultant.

Brenda, Richard

Other top positions falling under the ITS umbrella are Martin Kamp, director, Academic Computing Services and Communications Services; Andrew Pearson, assistant director, Communications Services; Debi Samii, business officer; Bruce Stegner, assistant director, Academic Computing Services; and Ian Tuller, director, Central Systems and Operations.

Getting Their Teeth Into It

David Powers

School of Dentistry Dean John Greene met with Congresswoman Barbara Boxer recently to discuss dental care for AIDS and disadvantaged patients and related reimbursement issues. With Greene, who is chair-elect of the Administrative Board of the Council of Deans of the American Association of Dental Schools, were representatives from the UCLA School of Dentistry.

Grumbach and Kaplan Honored

Over 40 former post-doctoral fellows gathered recently to honor Melvin M. Grumbach, Edward B. Shaw Professor of Pediatrics and chair of pediatrics from 1966-1986, and Selna L. Kaplan, professor, pediatrics, at a symposium which celebrated the 32nd anniversary of their pediatric endocrine fellowship program. The program has produced over 70 graduates, including four UCSF faculty members.

Another 200 biomedical scientists and clinical investigators paid tribute to the two at a symposium in Geneva in late October, the proceedings of which will be published as a book this winter.

Today/Tomorrow

27 Monday

BREAST CANCER SCREENING SCHEDULE

Women can have low-cost mammograms—x-rays to screen for breast cancer—from a mobile van that travels to convenient locations in the Bay Area.

Women need the approval of their physicians to have the mammogram. The procedure takes approximately 20 minutes and costs only $50. To make an appointment call 990-0459 or x62193 between 9 a.m. and 3:30 p.m.

The van will be at the following locations for the next three weeks:

- Nov. 27-Dec. 1: Levi Strauss Corp., Sansome St. near Greenwich St.
- Dec. 4-8: Embarcadero, Drumm St. between Sacramento & Clay.
- Dec. 11-15: UCSF-Laurel Heights, 3333 California St., parking lot on the left.

OTOLARYNGOLOGY GRAND ROUNDS: *Facial Miniplating.* Thomas A. Tami, Oto. *Dysplasia.* Michael J. Kaplan, Oto. S 214. 8-10 a.m.

OVEREATERS ANONYMOUS MEETING: *The "H.O.W." Concept.* A more structured approach to over-eating. Speaker & discussion. N 417. Noon. Call Lia, x64251.*

OVEREATERS ANONYMOUS MEETING: Regular OA meeting. N 717. Noon.*

DERMATOPHARMACY SEMINAR: *Cosmeceuticals: Fact & Fiction.* Bert Vermeer, U Leyden, Netherlands. S 940. 12:10-1 p.m.

TRANSFUSION MEDICINE LECTURE

Hepatitis C. Michael Houghton, Med. Dir., Chiron Corp. 4th Annual UCSF Transfusion Medicine Lecture. HSW 301. 4-4:50 p.m.

CVRI PROGRAM OF EXCELLENCE LECTURE/ ANATOMY SEMINAR: *Growth & Differentiation of Embryonic Stem Cells.* John Heath, Biochem., Oxford, England. HSE 1309. 4 p.m.

URORADIOLOGY CONFERENCE: Emil A. Tanagho & Hedvig Hricak, both Uro. M 460. 5-6 p.m.

RADIATION ONCOLOGY SEMINAR: *Plane Parallel Chamber Dosimetry.* Hideo Kubo, Rad. Onc., U Rochester Cancer Ctr. L 34. 5 p.m.

28 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: Residents Forum. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS: *Management of Head Trauma.* Laurence H. Pitts, Neuro., SFGH. Carr Aud., SFGH. 8-10 a.m.

TRANSFUSION RESEARCH FORUM: *Review of AABB Meeting (New Orleans, 10/22-25).* Michael Busch, Irwin Mem. Blood Ctr. L 535. 8:30 a.m.

OB/GYN GRAND ROUNDS: *New Insights on Placental Immunology: Implications for Pregnancy Tolerance & Preeclampsia & AIDS.* Elliot K. Main, Ob/Gyn, Children's Hospital. S 1364. 9-10 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

MEDICAL ANTHROPOLOGY SEMINAR: *Issues & Opportunities in International Health from the Donor's Perspective: The Anthropologist as Program Officer.* Sandra Lane, Program Officer for Health in the Middle East, Ford Fdt., Cairo. Ctr. for Social & Behav. Sci., 1350-7th Ave. Noon.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

SCHOOL OF PHARMACY/INSTITUTE FOR HEALTH POLICY STUDIES JOINT SEMINAR: *Planning Cholesterol Screening & Treatment: Cardiac Events, Costs & Computers.* David M. Eddy, Hlth. Policy Mngt., Duke. HSW 300. 4 p.m.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Tumor Suppressor Gene Control of an Inhibitor of Angiogenesis.* Noel Bouck, Microbio. & Immun., Northwestern. HSW 301. 4 p.m. Student lunch with speaker. HSE 402. Noon. Sign up in Biochem. Office.

NEUROLOGY GRAND ROUNDS: *The Sensory Nerve Action Potential in Focal & Diffuse Peripheral Nerve Lesions. Observations in Humans & Experimental Animals.* Christian Krarup, Neuro., Harvard. S 664. 5-6 p.m.

UCSF-LAUREL HEIGHTS PUBLIC MEETING

An informal public information meeting to discuss the Draft Environmental Impact Report on UCSF-Laurel Heights project. Laurel Heights Aud., 3333 California St. 6-10 p.m. (See story on page 2.)*

CPR ROAD SHOW MEETINGS

Orientation for anyone interested in becoming a volunteer CPR instructor. No previous experience necessary. Come to one of two meetings at 7 p.m., Nov. 28 or 29 in L 192. Call Doug at x68502 for details.*

29 Wednesday

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Barbara Blakely, x61662.

DERMATOLOGY CONFERENCE: *Etiologic Rale of Interaction for Skin Disease.* Bert Vermeer, U Leyden, Netherlands. HSW 301. 8-9 a.m.

ENDOCRINE GRAND ROUNDS: *Current Concepts of Pathogenesis & Treatment of Involutional Osteoporosis.* B. Lawrence Riggs, Mayo Clinic. M 1486. 8:30 a.m.

BROWN BAG LECTURE SERIES: *Hong Kong 1997: New Model or Potential Disaster?* Peter Johnson, Hong Kong Econ. & Trade Office, SF. HSW 300. Noon-1 p.m. Call x64394.*

ANATOMY SEMINAR: *Molecular Approaches to Understanding Protein Sorting Along the Pathway to Lysosomes.* Suzanne Pfeffer, Biochem., Stanford. S 1364. Noon.

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

PSYCHIATRY GRAND ROUNDS: *Dissociation, Hypnosis, PTSD, & Multiple Personality Disorder.* David Spiegel, Psychr., Stanford. LPPI Aud. 1-2 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

SFGH GI MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PEDIATRIC UROLOGY CONFERENCE: *Wilm's Tumors.* William Redwood, Uro. M 460. 5-6 p.m.

PATHOLOGY GRAND ROUNDS: Resident Case Presentations. HSW 508. 5:30-6:30 p.m.

30 Thursday

MEDICINE GRAND ROUNDS: *Cardiac Indications for Antithrombotic Therapy.* James E. Dalen, Med., U Ariz. Toland Hall. 8 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRICS GRAND ROUNDS: *Human Papilloma Virus in Adolescents.* Barbara Moscicki, Ped. S 664. 8:30-9:30 a.m.

OPHTHALMOLOGY GRAND ROUNDS: *Ocular Dominance Columns in the Visual Cortex.* Jerry Shields, Wills Eye Hosp., Phila. Preceded by case presentations: *Ocular Oncology.* S 214. 8:30-10 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

FAMILY & COMMUNITY MEDICINE/PRIMARY CARE LECTURE SERIES: *Approaches to Alcoholism.* Gerritt Blauvelt, Psychr.; Sam McFadden, Med. A 455. 10-11 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

GERIATRIC GRAND ROUNDS: *Pathophysiological Mechanisms of Bone Loss in Aging Women.* B. Lawrence Riggs, Med., Mayo Clinic. Herbst Hall. Noon.

ORAL BIOLOGY 220 SEMINAR: *Epithelial Cell Growth & Influences on Differentiation.* Denis Gospodarowicz, CRI, Med. & Ophth. S 664. Noon-1 p.m

NEURO-ONCOLOGY TUMOR BOARD. L 34. 1:30 p.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: *Transvascular Trafficking: Homing Receptors & Vascular Addressins.* William Skach, Hem. M 1296. 3 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1361. 4-6 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 4 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Dermatologic Manifestations of HIV Infection.* Mari Kitahata, Gen. Int. Med. A 455. 4:30 p.m.

RADIATION ONCOLOGY GRAND ROUNDS: Journal Club. L 34. 5 p.m.

*Open to the public.

COLE HALL CINEMA: *Dead Poets Society.* Children under 14 $2; UCSF employees (today only), students, seniors & MU members $2.50; general $3. Cole Hall. 5:45 & 8:30 p.m.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A 222. 6 p.m.*

LIVING WITH HIV PUBLIC FORUM

The Media Response to the Epidemic. A panel discussion with Betty Ann Bruno, KTVU-2; Marilyn Chase, *Wall Street Journal;* David Israels, *Bay Guardian;* Lisa Krieger, *SF Examiner;* Perry Lang, *SF Chronicle;* Hank Plante, KPIX-5; moderated by Pat Christen, SF AIDS Foundation. CED, 1855 Folsom St. 7-9 p.m. Free parking available. Call x66430 for information.*

1 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

DIABETES RESEARCH SYMPOSIUM

Insulin Action & Secretion, & Diabetes Mellitus. American Diabetes Association's 2nd Annual Northern CA Research Symposium. Laurel Heights Conference Center. 3333 California St. 9 a.m.-4:30 p.m. Call Daniel Snare at (916) 925-0199 for information & to register by phone.

CHILD & ADOLESCENT PSYCHIATRY CONFERENCE. LPPI Aud. 10:10-11:30 a.m.

HEALING YOUR FINANCES: *Prosperity is Natural.* Carol Weber, psychotherapist and minister, Radiant Light Ministry. A series of seminars sponsored by Paths of Healing & Wholeness. Toland Hall. Noon.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

COLE HALL CINEMA: *Dead Poets Society.* Children under 14 $2; students, seniors & MU members $2.50; general $3. Cole Hall. 6:30 & 9:15 p.m.*

2 Saturday

ANESTHESIA MORBIDITY & MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC SURGERY GRAND ROUNDS. Highland Gen. Hospital, Clinic Aud. 8-9 a.m.

SURGERY GRAND ROUNDS: *Surgery for Inflammatory Bowel Disease.* Ted Schrock, Surg. Followed by M&M conference. Toland Hall. 8:30 a.m.

LOW VISION FORUM: Optometrist Mary Gerhart talks about optical appliances that can help those with vision problems. A series of forums held on the first & third Saturdays of each month. Call Frances Neer at 626-5313 for more information. Clinical Eye Research Bldg., 374 Parnassus. 11 a.m.-1 p.m.*

4 Monday

OTOLARYNGOLOGY GRAND ROUNDS: *Laryngeal Trauma.* Anil Lalwani, Oto. *Pediatric Airway Problems.* Kelvin Lee, Oto. S 214. 8-10 a.m.

OVEREATERS ANONYMOUS MEETING: *The "H.O.W." Concept.* A more structured approach to over-eating. Speaker & discussion. N 417. Noon. Call Lia, x64251.*

OVEREATERS ANONYMOUS MEETING: Regular OA meeting. N 717. Noon.*

EPIDEMIOLOGY & BIOSTATISTICS SEMINAR: *Cigarette Smoking & Hormone-Related Disorders.* John A. Barron, Biostat. & Epi., Dartmouth. HSE 317. 3-4 p.m.

CVRI SEMINAR: *Endothelium-Derived Vasoactive Factors.* Paul M. Vanhoutte, Physio. & Pharm., Mayo Clinic. S 1364. 4-5:30 p.m.

LABORATORY MEDICINE GRAND ROUNDS: *Human Retrovirus-Associated Lymphomagenesis.* Valerie L. Ng, Lab. Med. L 535. 4-4:50 p.m.

UCSF-LAUREL HEIGHTS PUBLIC HEARING

UCSF-Laurel Heights Aud. 6 p.m. (See page 2 for details.)*

5 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *Diagnosis of Craniofacial Deformities.* Susan M. Seto, Oral & Maxillo. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS. Carr Aud., SFGH. 8-10 a.m.

TRANSFUSION RESEARCH FORUM. L 535. 8:30 a.m.

OB/GYN GRAND ROUNDS: *Stem Cell Transplantation to Correct Genetic Defects.* Mitchell S. Golbus, Ob/Gyn & Ped. S 1364. 9-10 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

CAMPUS AMNESTY INTERNATIONAL GROUP: Meetings first Tuesday of every month. C 209. Noon-1 p.m. For more information call Jan Genevra at x67456.*

DENTAL DEAN'S SEMINAR: *Medical Education: Future Directions.* Rudi Schmid, Intl. Relations, Sch. Med. Toland Hall. 12:30-1:45 p.m.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

BIOCHEMISTRY/BIOPHYSICS SEMINAR: *Structure of* E. coli *Glutaminyl-tRNA Synthetase Complexed with $tRNA^{Gln}$ and ATP at 2.8 Å Resolution: Implications for tRNA Discrimination.* Tom Steitz, Mol. Biochem. & Biophys. & Chem., Yale. HSW 301. 4 p.m.

ACADEMIC SENATE SAN FRANCISCO DIVISION REPRESENTATIVE ASSEMBLY MEETING. HSW 302. 4 p.m.

ART FOR THE WINTER

PASTELS EXHIBIT. "Eucalyptus V" and other pastels by Kate Solari Baker will be on display from Dec. 5 until Feb. 28. Faculty/Alumni House, 745 Parnassus. Reception for the artist, Thursday, Dec. 7, 4:30-7 p.m. Call x64723.*

NEUROLOGY GRAND ROUNDS: *Cell Biology & Genetics of Alcoholism: New Approaches to an Old Problem.* Ivan Diamond, Neuro., Gallo Ctr., SFGH. S 664. 5-6 p.m.

6 Wednesday

PLASTIC SURGERY GRAND ROUNDS: *Problem Cases.* James Anthony, Thomas Huntsman, Suzanne Kerley & Joseph Kiener, all Plast. Surg. Davies Med. Ctr. 7 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Barbara Blakely, x61662.

AUXILIARY CHRISTMAS SHOPPING

Two opportunities for Christmas shopping from the Auxiliary:

- Dec. 6: Jewelry sale in Med. Sci. lobby from 8 a.m. to 5 p.m.
- Dec. 8: "Bearly New" Thrift Shop Open House. Shuttle service 11 a.m.-2:30 p.m. from Moffitt Circle. (See story on page 7.)*

ENDOCRINE GRAND ROUNDS: *Steroidogenesis in Congenital Adrenal Hyperplasia.* Walter L. Miller, Ped. & Metab. Res. Unit. M 1486. 8:30 a.m.

BROWN BAG LECTURE SERIES: *Magnetic Resonance Imaging.* Alexander R. Margulis, Radio., Radiobio. & Env. Hlth. HSW 300. Noon-1 p.m. Call x64394.*

ANATOMY SEMINAR: *Molecular Biology of Anion Transporters in the Brain.* Ron Kopito, Bio. Sci., Stanford. S 1309. Noon.

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

PSYCHIATRY GRAND ROUNDS: *Recent Advances in the Treatment of Schizophrenia.* Theodore Van Putten, Psychr., UCLA. Case Presentation: *A Treatment Resistant Schizophrenia.* Ellen Haller, Psychr. LPPI Aud. 1-2 p.m.

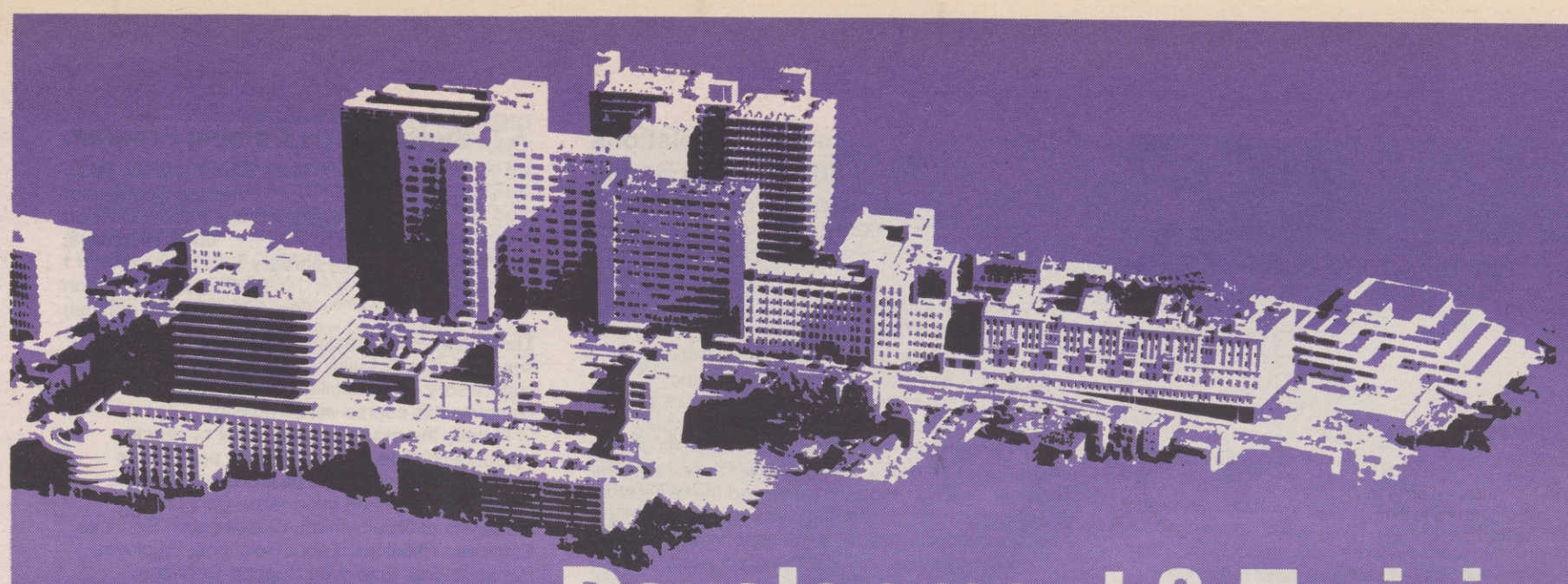
HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

SFGH GI MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

UROLOGIC PHYSIOPATHOLOGY CONFERENCE: *Endocrine Renal Carcinoma.* Mark St. Lezin, Uro. M 460. 5-6 p.m.

PATHOLOGY GRAND ROUNDS. HSW 508. 5:30-6:30 p.m.



Development & Training Courses for Staff Employees

This insert provides a schedule of the courses available to UCSF employees from January through March, 1990.

Course announcements will appear in *Newsbreak* three times a year.

Please remove and save the insert as your course reference for the next three months.

WHAT IS DEVELOPMENT AND TRAINING?

The Development and Training Division is a service division of the Personnel Department. Its aim is to provide high-quality, low-cost training programs which will increase the effectiveness of employees in their current jobs as well as contribute to their professional development. Since all training programs are designed and evaluated on whether they meet organizational and employee needs, please call us at X64032 with your comments, ideas, and suggestions.

WHO CAN ENROLL IN COURSES?

All UCSF staff employees are eligible to attend the courses described in this insert, no matter which personnel policies or labor contracts govern their conditions of employment. If an employee takes classes during work hours, the only approval required for enrollment is the supervisor's signature. **An enrollment application can be found on the back page of this insert.**

Course fees can be paid either by employees or by their departments. Decisions about on-the-job attendance and fee payment are negotiated between employees and their supervisors. Supervisors are responsible for final decisions.

WHO TEACHES COURSES?

Most instructors are drawn from the UCSF campus. However, because we are a health sciences campus, outside consultants often teach courses in disciplines not represented on this campus. For those courses, we seek experts from other educational institutions, business, and industry.

WHAT COURSES ARE OFFERED?

About 100 courses are offered annually from September through June, covering a wide variety of employee needs and requirements. The basic curriculum includes supervisory and management skills development, organizational policies and procedures, computer, writing and clerical skills training, grants management and accounting processes, health and safety programs, and employee development. This insert advertises upcoming classes from January through March. Look for the next insert in February, 1990.

WHO TAKES COURSES?

About 4,500 UCSF employees a year are seeking to improve their skills and abilities through Development and Training services.

THIS ISSUE

This issue features photographs of managers from various departments throughout the University who enthusiastically support and value the development and training of employees.

UCSF

University of California, San Francisco
. . . A Health Sciences Campus

SUPERVISORY SKILLS

Managing a Culturally Diverse Workforce

Marlene Shigekawa
Management Consultant
0053 Friday, February 16
8:30 a.m. - 4:30 p.m.
Fee: $20

Managers, supervisors, and other personnel who deal with employees from culturally different backgrounds often face communication barriers and differences in work styles which diminish job effectiveness and departmental productivity. This workshop will help you explore ways to bridge cultural differences. As a result of this workshop, you will be able to:

☐ Recognize mainstream American values and how they may conflict with the cultural values of others
☐ Identify your own cultural values and how they influence your management style
☐ Pinpoint cultural differences causing problems in cross-cultural communications and job accomplishment
☐ Demonstrate cross-cultural communication skills
☐ Build an intercultural team

How To Conduct A Performance Evaluation

Julius Katz
Manager, UCSF Employee Relations Division, and
Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development and Training Division
0007 Tuesday, January 30
8:30 a.m. - 4:30 p.m.
Fee: $10

If you dread doing performance evaluations, you are not alone. Nearly every manager has mixed feelings about evaluations, and employees share similar concerns. Performance evaluations do not have to be difficult or unproductive. They can be mutually satisfying, increase productivity, and improve the performance of the department. As a result of participating in this workshop, you will be able to:

☐ Plan, prepare for, and conduct a performance evaluation
☐ Review and consider suggested approaches for successful performance evaluations
☐ Communicate the acceptable as well as the unacceptable performance of an individual in a positive manner
☐ Gain insight into the processes of establishing mutual expectations, standards, and goals

This workshop is intended for supervisors who are currently responsible for conducting performance evaluations.

Continuing education credit will be available for nurses who attend this workshop.

Labor Relations Supervisory Series

Labor Relations Department Staff
0004 Tuesdays, March 6, 13, 20
8:30 a.m. - 12 noon
Fee: $5

The Labor Relations Department offers, in a three-part course, the basics of collective bargaining and labor contract administration for the supervisor or manager in a unionized university teaching hospital. At the conclusion of this three-part series, the supervisor or manager should be able to:

☐ Understand the rights and responsibilities of management, unions, and employees, including the roles of the union representative and the supervisor
☐ Understand the essential elements for successful participation by the supervisor in the arbitration process, including testifying as a competent and credible witness
☐ Understand the major components necessary in the discipline and dismissal process
☐ Understand the major components necessary to develop an employee attendance control program

Open only to HEERA designated supervisors.

Continuing education credit will be available for nurses who attend this workshop.

Supervising in the Workplace: Managing Employees with Problems

UCSF Labor Relations Department Staff, and UCSF Faculty, Staff & Student Assistance Program Staff
0001 Tuesday, January 16
8:30 a.m. - 12 noon
0002 Wednesday, February 7
8:30 a.m. - 12 noon
Fee: $10

This program will focus on job-related problems which employees may exhibit, and suggested management tools on how to deal with such situations. Discussion will center on recognizing employee problems and taking the appropriate management action in dealing with the problems, while recognizing each party's rights and responsibilities in these matters. Participants will be introduced to:

☐ An identification of the various types of employee problems
☐ Effective management approaches to the employee
☐ The rights and responsibilities of the supervisor and the employee
☐ Proper application of University policies and labor contracts
☐ Proper documentation
☐ What next if assistance fails or is refused
☐ How handicapped status may be a factor in decision-making

Preference is given to HEERA designated supervisors with direct responsibility for three or more employees.

Supervisor's Training Program

Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development & Training Division
0005 Thursdays,
January 25, February 1, 8, 15, 22, March 1
8:30 a.m. - 12:00 noon
Fee: $30 (includes manual)

The Supervisor's Training Program offers six sessions of skills building in the significant areas of supervisory responsibility. Supervisors who complete this course will be able to:

☐ Identify the essential laws, labor contracts, personnel policies, and University procedures governing their decisions as UCSF supervisors
☐ Receive first-hand information from unit managers of Employment, Classification Services, Employee Relations, Labor Relations, Employee Rehabilitation, Employee Support Services, Affirmative Action, Campus Risk Management and Environmental Health and Safety
☐ Practice state-of-the-art approaches to solving problems, effective styles of leadership, and employee motivation

This course is designed for supervisors who have direct responsibility for three or more subordinates. Staff members who are not yet full supervisors are encouraged to take "Pre-Supervisory Training," designed especially for aspiring supervisors.

Continuing education credit will be available for nurses who attend this workshop.

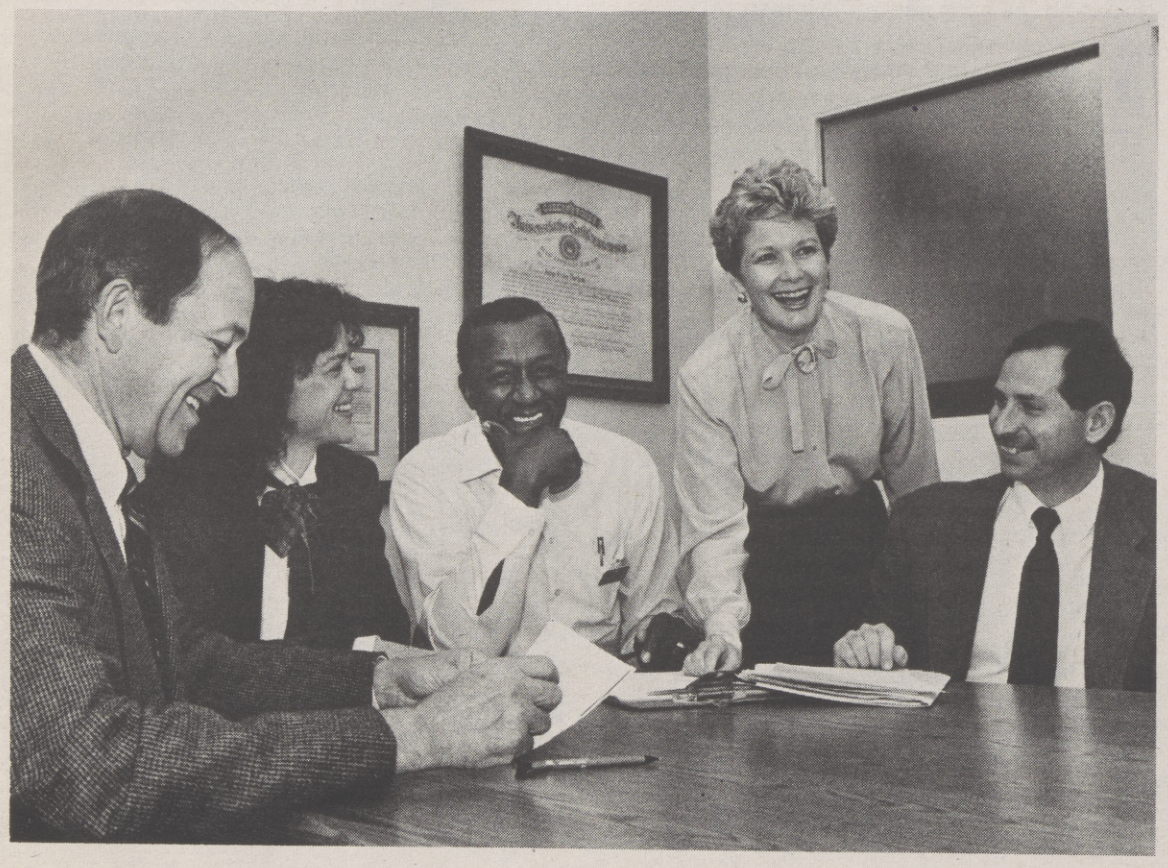
Supervising in the Workplace: Administering Consistent and Appropriate Discipline

UCSF Labor Relations Department Staff
0056 Friday, March 30
8:30 a.m. - 12 noon
Fee: $10

This program will focus on supervisory responsibilities when considering or taking disciplinary action. The presentation will cover the campus guidelines for discipline, including penalties which might be appropriate, investigating and documenting disciplinary cases; employee performance problems and discipline; and the interface between discipline and policies, labor contracts and employment laws. Through case analysis, presentation and discussion participants will be able to:

☐ Work with the campus guidelines on discipline
☐ Assess what penalty might be appropriate and consistent for each disciplinary case
☐ Conduct an adequate investigation and properly document relevant facts
☐ Understand the relationship between discipline and UC policies, labor contracts and employment laws
☐ Manage employee performance problems using counseling and disciplinary techniques

Preference will be given to HEERA designated supervisors who have attended the Labor Relations Supervisory Series course.



MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Carol Littlejohn, Associate Dean, Administration & Clinics, School of Dentistry, believes "The sum of the efforts of our employees—faculty and staff—is clearly what makes the University of California San Francisco excellent. We believe the continuous development of our faculty and staff is crucial to maintaining our excellence. We encourage and finance programs for staff to participate in the many courses offered on campus." Pictured are (l. to r.) Howard Bloom, Clinic Director; Susan O'Hara, Director, Budget and Financial Planning; Hank Revell, Manager, Clinic Facility; Carol Littlejohn; and Gary Forman, Director of Marketing and Patient Relations.

MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Valli T. McDougle, Executive Assistant to the Dean, School of Medicine, believes that "Staff development and training are essential for both employees and employers. Training opportunities—whether structured classes, workshops, seminars, or degree programs—all provide the setting in which individuals can gain new skills, look at their current situations from new perspectives, try out new behaviors within a structure, and be reinvigorated with fresh ideas."

MANAGEMENT DEVELOPMENT

Coping With Difficult People

Linda Brubaker
Consultant
0054 Friday, February 9
8:30 a.m. - 4:30 p.m.
Fee: $20

One or more of the people you have to interact with has become a thorn in your side. You want to know if there is anything you can do to improve the situation: to turn it around if possible; but if not, to mitigate its effects on you. In this one-day problem-solving workshop, you will develop a strategy for handling a specific problem situation you are facing, using the principles of assertive communication. You will be able to:
☐ Describe the problem behavior
☐ Review common patterns of difficult behavior
☐ Practice key communication skills for coping with patterns of difficult behavior
☐ Outline an action plan for handling your specific situation

Making Meetings Work

Neuritsa Lancaster
Consultant
0011 Wednesdays, January 10, 17
9 a.m. - 12 noon
Fee: $10

Meetings are a reality of UCSF work life. Meetings can be one of the best ways for teamwork to be put into action and for information to be shared. They can also be a complete waste of valuable time. This two-session course is designed for people responsible for conducting departmental/committee meetings and for meeting participants. You will learn how to:
☐ Evaluate the functions of meetings and the needs of the participants
☐ Decide when meetings are appropriate
☐ Recognize what type of meeting to have, based on the information and decisions needed
☐ Build an agenda that is more than a "shopping list"
☐ Describe and fulfill the responsibilities of the chair and the participants
☐ Act as recorder
☐ Deal with "problem behavior"
☐ Effectively use meetings to accomplish departmental goals by covering agenda items in a timely manner and following up on intended outcomes

High Performance Work Teams

Mary Ellen Lipinski, Ed.D.
Training Coordinator
UCSF Development and Training Division
Reva Shapiro, Ph.D.
Management Consultant
0055 Wednesday, February 7
8:30 a.m. - 12:30 p.m.
Fee: $15

How d[illegible]u direct your team's energies toward produc[illegible]ty? High performance work teams are focuse[illegible]creative work units that enhance the vitality [illegible] the organization. Because they commu[illegible]icate clearly, collaborate easily and share respons[illegible]ility, high performance work teams keep your te[illegible] members focused on the task and aligned [illegible] the organization vision. Seminar partici[illegible]ts will learn how to:
☐ Cre[illegible] and reinforce a positive work culture
☐ Inco[illegible]rate the eight attributes of a high perfor[illegible]g work team
☐ Dev[illegible] an action plan to tap your team's full poten[illegible]

Leadership Effectiveness

Neuritsa Lancaster
Consultant
0012 Wednesday, January 31
9 a.m. - 4:30 p.m.
Fee: $35

Leadership involves two major elements: task (getting the job done) and relationship (working with and through others). When you supervise and have a project or task to accomplish, you will find yourself in the leadership role. This workshop will help you work and communicate with others. You will be able to:
☐ Identify your leadership style preferences
☐ Capitalize on the strengths of your preferred styles
☐ Augment your styles by utilizing the strengths of others with different styles
☐ Extend your options by practicing new approaches with different styles

Continuing education credit will be available for nurses who attend this workshop.

ORGANIZATIONAL PROCEDURES

New Employee Orientation Program

Susan Eveleth
UCSF Career Development Specialist, and
UCSF Personnel Department and Employee Benefits Staff
Tuesdays, Ongoing program throughout the year
8:30 a.m. - 12 noon

This program serves to welcome new employees and to provide vital information in their first weeks of employment. It is designed as an overview of the campus community and to enhance the orientation new employees are given within their individual departments. This program is presented twice a month. Supervisors should call X61073 to schedule new employees who have not received an orientation notice within three weeks of their starting date. Employees will be introduced to:
☐ Historical origins and current structure of UCSF
☐ UCSF's role as a major health sciences center
☐ Policies and procedures of interest to new employees
☐ Explanation of financial benefits
☐ Special resources for UCSF employees

Travel Expense Processing

Ron Kos
Assistant Disbursement Manager, and
Bob Huckaby
Supervisor, Travel & Reimbursements
UCSF Accounting Office, Travel & Reimbursements
0023 Wednesday, January 24
9:00 a.m. - 12:00 noon
0024 Wednesday, March 7
1:30 - 4:30 p.m.
Fee: $10

This workshop is for faculty and staff employees who process travel expenses, entertainment expenses, employee reimbursements and other check request originated payments (Form 5); and those who need an understanding of the related Policy and Procedures. Participants will learn:
☐ What types of travel expenses will be reimbursed
☐ Documentation requirements
☐ Approval requirements
☐ Definition of entertainment type expenditures
☐ Approval signatures required
☐ Processing procedure
☐ Check request reimbursement process
☐ Documentation requirements

Cost Transfers

Adrienne Trachtenberg
Senior Administrative Analyst
UCSF Accounting Office
0021 Thursday, January 11
9 a.m. - 12 noon
Fee: $10

All University financial transactions are subject to audit. One area in which the University is particularly vulnerable is cost transfers. Accordingly, this course is designed to:
☐ Ensure compliance with all federal, state, and local regulations
☐ Put in place clear, concise procedures to be used, thereby reducing the time it takes to prepare cost transfers in the departments and to review them in the Accounting Office
☐ Focus on procedures which will minimize disallowances due to incomplete documentation, poor explanation or improper (not allowable or applicable) cost transfers
☐ Reduce or avoid cost transfers

This course is mandatory for departmental reviewers of cost transfers. Other interested users of UCSF cost transfer systems are also welcome.

MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Leon King, Director, Nutrition & Dietetics, is firmly committed to the training and development of his staff. Leon believes that "Employees who grow and develop in their jobs achieve career goals more rapidly and, as a result, gain a greater commitment to and understanding of the need for enhanced customer service, and the ability to deliver it."

General Ledger and Accounting

Jane Powers
Assistant Accounting Officer
UCSF Accounting Office
0017 Wednesday, January 3
8:30 a.m. - 12 noon
Fee: $10

This course offers employees the opportunity to learn about account/fund coding structure, preparation and type of journal entries; how to read the general ledger, and whom to call for accounting information. As a result of attending this class you will gain basic information for:
☐ Preparing journal entries
☐ Understanding the various types of entries in the general ledger
☐ Distinguishing among the four major elements of the general ledger: budget, financial, encumbrances and balances
☐ Learning how to read the general ledger
☐ Determining how and whom to ask for help in the Accounting Office

Materiel Management Workshop

Dave Kolsom
Deputy Purchasing Manager
UCSF Materiel Management Department
0015 Thursday & Friday,
January 18, 19
8:30 a.m. - 12:30 p.m.
Fee: $15 (includes manual)

This workshop discusses various buying practices, procedures, and policies that affect department purchases.

First Day
☐ Materiel Management organization
☐ What to expect from purchasing
☐ How to use various purchase orders (RO, SF, AB)
☐ Employee vendors/Conflict of interest
☐ Source selection
☐ Transportation of goods
☐ Small Business Program

Second Day
☐ Planned purchasing
☐ Campus agreements
☐ Commodity discussions (Relocation/household moves, furniture, radioactive materials, controlled substances)
☐ Equipment management
☐ How to use Reprographics and Quick Copy
☐ Stores Operation (Warehousing, Stores, Surplus and Storage, Chemical Stores, Specialty Stores such as "Bear Necessities")

Benefits Training Workshop

Judy Kell and Sandra Norberg
UCSF Benefits Representatives
Register by calling instructor at X61843

This program is designed for individuals who are responsible for providing employees in their department with information about insurance and retirement benefits. Attendance is limited to four people per session in order to provide ample opportunity for discussion. Also, participants will learn about the resources available to them for reference.

Vendor Payments

Ron Kos
Assistant Disbursement Manager
UCSF Accounting Office
Travel & Reimbursements
0013 Tuesday, January 9
8:30 a.m. - 12 noon
Fee: $10

Each department in the University is responsible for approving invoices for payment after goods and services have been received, and for advising the Accounting Office if payment is not in order. This course will give you the information you need in order to use effectively the accounts payable vendor payment system. You will learn:
☐ How to pay your bills
☐ What approvals are necessary
☐ When a purchase order is required
☐ How to fill out a check request form
☐ How to determine if a bill has been paid
☐ How to deal with exceptions to normal processing

Payroll Workshop

John Bouchard
Management Services Officer
UCSF Accounting Office, Payroll Division
0026 Tuesday, January 23
1 - 4 p.m.
Fee: $10

This workshop is offered to familiarize departments with the various payroll functions and services provided. The course is designed to identify and discuss the most common problem areas encountered in payroll processing activities. As a result of attending this workshop, you will be able to:
☐ Distinguish between positive/negative time reporting requirements
☐ Prepare a complete new hire packet
☐ Complete various payroll forms
☐ Interpret the Distribution of Payroll Expense Report

The UCSF Budget Process

Trent Spradling
Director of UCSF Campus Budgets
0019 Tuesday, January 23
9 a.m. - 12 noon
Fee: $10

This course is an overview of the University budget process. Emphasis will be placed on understanding the concept of the budget process, how it relates to the campus, schools, hospitals and departments. Issues discussed in the course are:
☐ General definitions
☐ The history of the University budget process
☐ The state budget process
☐ Its relationship to the campus budget
☐ The permanent budget system
☐ Current Events

The course is intended for employees who are new to the University and for those who want to relate their past University experience to the systemwide perspective.

DEVELOPMENT AND TRAINING COMPUTER CLASSES

Demystifying Computers and Introduction to Operating Systems

Jennifer Manriquez
Consultant
0029 Tuesday, February 13
9 a.m. - 4:30 p.m.
Fee: $50

This is an introductory course for those who know nothing about computers or those who have been using a computer for a specific task but wish to become more self-sufficient.

The course material is especially suited to those students wishing to use or purchase either hardware or software. You will learn:
☐ The basic vocabulary of computers so you will understand all the computer buzzwords and jargon
☐ An overview of the "big three": word processing, spreadsheets, and database management
☐ How to use the operating system (DOS) to keep your information in a tidy and useable fashion

If you have no typing skills, it is recommended that you complete "Typing Instruction Via Computer" before registering for this class. It is also suggested that you follow this course with a course in word processing, so that you can apply what you learned in this class.

Introduction to Database Management

Jennifer Manriquez
Consultant
0031 Thursday, March 15
8:30 a.m. - 4:30 p.m.
Fee: $60

This class is designed for students who have never used database management software before. The class is generic, so students will be able to work with any brand of software or hardware (including Macintosh).

Database management is a "fancy" word for electronic filing. If you maintain manual files and are constantly updating, sorting, or looking up information in these manual files, you may want to install automated, electronic filing instead. In this class you will learn:
☐ How to design the computer-based filing system you need, for now and for the future
☐ How to do indexing and searching to optimize the performance of your system
☐ How to design your system to avoid having to enter the same pieces of information in many separate files

If you have never used a computer, it is recommended that you complete "Demystifying Computers" before registering for this class.

COMPUTER CENTER CLASSES FOR MICROCOMPUTER USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

Microcomputer Orientation Clinic (No Fee)

This clinic includes a brief tour of the user room facilities and a discussion of the fundamentals of using the available microcomputer hardware and software. For additional information, phone x64440.

Microcomputer Concepts

An overview of microcomputer concepts, hardware, and software. It is strongly recommended that this class be taken before any other personal computer class. Fee: $30.

PC Systems-1

An introduction to the Disk Operating System (DOS) for the IBM PC and compatibles. This class covers the elementary DOS commands necessary for using the PC and the installation of new software. Fee: $50.

PC Systems-2

This class focuses on directory structures and the logic and use of subdirectories. The use of batch files to invoke application programs is also introduced. Fee: $50.

PC Systems-3

This class covers in-depth use of batch files. System configuration with the CONFIG.SYS file, and piping and redirection are also explained. Fee: $50.

PC Systems-4

Advanced DOS commands and special topics are covered in this class. Backup and restore problems, fixed disk formatting, device drivers for various disk drive types; diagnostics and error messages; and extended/expanded memory are included. Fee: $50.

Lotus 1-2-3, Part 1

This class provides an overview and introduction of the Lotus system. The lecture introduces the spreadsheet's structure, data entry procedures, and essential commands. Fee: $50

Lotus 1-2-3, Part 2

This class covers the database management features of Lotus. In addition, macros and graphics are introduced. Fee: $50.

Advanced Lotus 1-2-3

Advanced functions of 1-2-3 are explained in greater detail. Advanced macros; formulas; functions; worksheet organization; and problems from students are discussed. Fee: $50.

Introduction to Microsoft Word for the IBM PC

This introductory class covers elementary operations: how to start Word; choose commands; and enter, revise, move, select and copy text. In addition, the course covers the use of windows; printing; formatting characters, paragraphs and pages; help; and running headers. This class is appropriate for beginners and for those in the process of selecting word processing software. Fee: $50.

Intermediate Microsoft Word for the IBM PC

This class covers intermediate topics: how to search and replace text, use the glossary and style sheets, use the document retrieval facility, set tabs, use columns, sort text, hyphenate, and use the spelling checker and on-line thesaurus. Fee: $50.

Advanced Microsoft Word for the IBM PC

This class covers advanced topics: how to use outlines, create a table of contents and an index, use the line drawing facility, use arithmetic operations, and import files from other programs such as Lotus 1-2-3. Additional style sheet topics are also discussed. Fee: $50.

Special Topics in Microsoft Word for the IBM PC

This class covers advanced topics: how to use outlines, create a table of contents and an index, use the line drawing facility, use arithmetic operations, and import files from other programs such as Lotus 1-2-3. Additional style sheet topics are also discussed. Fee: $50.

Beginning WordPerfect 5.0 for the IBM PC

This class is intended for people who have no word processing experience. Specific commands covered include the use of the function key template and Help; the fundamentals of manipulating files; cursor movement; editing; block commands such as moving and copying; working with format codes (carriage returns, page breaks, underline, bold, center, tab, indent); working with two documents; setting margins and tabs; printing; and an introduction to simple macros. Fee: $100.

Intermediate WordPerfect 5.0 for the IBM PC

This class is a continuation of work begun in Beginning WordPerfect. Specific commands covered include setting system defaults (Setup), thesaurus and spell checking, search and replace, date codes, outlines and paragraph numbering, columns, line drawing, and footnotes. Fee: $50. (One 3-hour session)

Accelerated WordPerfect 5.0 for the IBM PC

This class is intended for people who are familiar with word processing concepts, but who are new to WordPerfect. The morning session covers the material in Beginning WordPerfect in a hands-on class format. The afternoon session covers the material from Intermediate WordPerfect in a lecture format. Class time is provided in the afternoon for students to try out one or two commands that are of particular interest to them. Fee: $100.

WordPerfect for the IBM PC, Special Topics

Three special topics are covered in this class: printers; merging, sorting and selecting; and macros. Fee: $50.

COMPUTER CENTER CLASSES IBM & UNIX SYSTEM USERS

For additional information, or to register for a Computer Center class, call X62974. See the Computer Center Newsletter for complete class descriptions and a list of scheduled classes.

Introduction to CMS, Part 1

This is an introduction to CMS (Conversational Monitor System), an interactive system available on the IBM computer, and covers the following information on the elementary features of CMS: logging on; file manipulation; the XEDIT editor; and the CP/CMS environment. Fee: $30.

Basic Macintosh Skills

This class is intended for the beginning Macintosh user. Elementary Finder skills such as pointing, clicking, and dragging are covered, as are are methods for selecting; ejecting disks; opening and closing; use of the desk accessories and pulldown menus; keyboard short-cuts; changing from Finder to Multifinder; and the use of the Font/DA Mover. Also covered are the use of Virus RX to detect Macintosh viruses and methods for replacing infected system files and programs. Fee: $50.

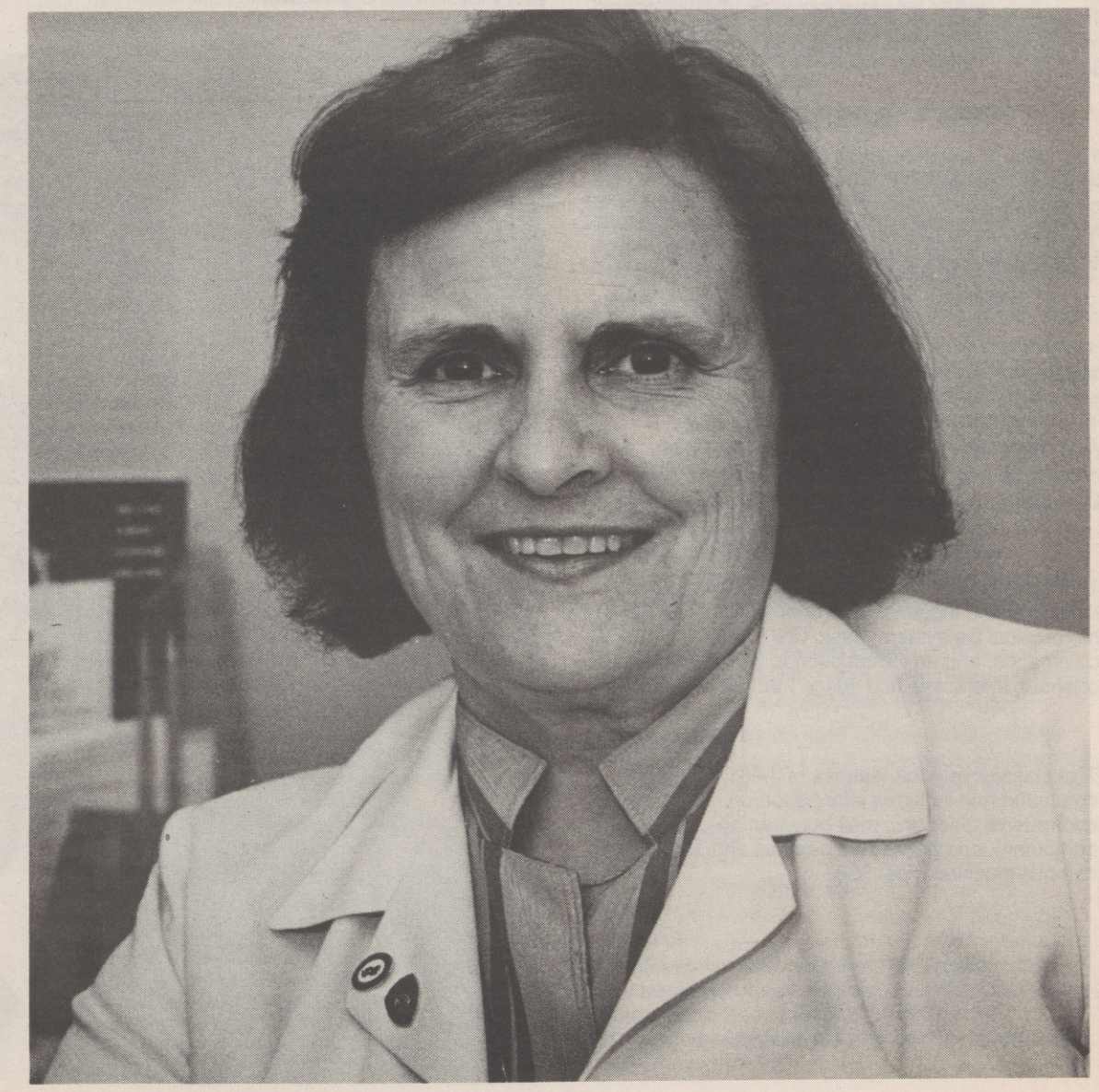
Introduction to Microsoft Word for the Macintosh

This class is designed for the Macintosh user with limited experience in word processing. Participants are introduced to methods for entering, saving and printing text; use of menus; use of the help system; tab functions; selecting, moving and changing text and formats; and final printing. Fee: $50.

Intermediate Microsoft Word for the Macintosh

The Intermediate class is intended for the Macintosh user with more advanced experience in word processing. Participants are introduced to the following: spell-checking; working with headers, footers and footnotes; defining and applying styles; using glossaries; setting up tables and columns; editing in Page View; customizing menus; and, time permitting, other advanced techniques requested by class participants. Fee: $50.

MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Helen B. Ripple, Associate Administrator/Director of Nursing, states, "One of the most important responsibilities of an administrator is the development and training of the people in his or her department. Development and training demonstrates our caring and concern for those who work with us."



Introduction to CMS, Part 2

This class is aimed at users who have completed the introductory class, or who have some familiarity with a CMS editor. Topics covered include an expanded discussion of file management, file modes, the printing of CMS files, electronic mail and "conversations," on-line documentation, news, and self-teaching tools. Fee: $30.

Introduction to CMS, Part 3

This class is aimed at users who either have completed the first two courses or are very familiar with CMS and wish to further develop their skills and learn more advanced techniques. Topics covered include an overview of the CP spooling facility and its relation to CMS; a brief discussion on exec-writing in REXX; and the use of VMSCHEDULE. Fee: $30.

Using CMS Electronic Mail

This class covers the use of the local CMS MAIL command to send and receive electronic memos to and from userids, either local or on other BITNET nodes. Fee: $30.

Introduction to SCRIPT

This covers simple SCRIPT control words used to achieve formatted correspondence and manuscripts. Fee: $60.

Introduction to GML

This class includes using the layouts and tags of GML (General Markup Language), which provide an easy and consistent way to produce formatted documents. Fee: $60.

SAS: Introduction

Topics covered in this class include the DATA and PROC statements; data input and output; getting your data into shape; sorting and merging data; creating, documenting, and storing SAS system files; DO loops; IF THEN ELSE statements; SAS formats; and error diagnosis. Fee: $90.

Intermediate SAS

This course covers the more difficult aspects of DATA step programming. Topics include recoding and creating variables; merging and splitting files; simple and complex uses of FORMATS, DO and ARRAY statements; and analysis of just how the DATA step works. Fee: $60.

SAS: Report Writing

This course focuses on presentation report techniques available using the 3800 and the 2700 printers for SAS data sets. Fee: $60.

SAS/GRAPH

This course focuses entirely on the creation and manipulation of graphs using SAS/GRAPH. Fee: $40.

SPSSX: Introduction

This class is an introduction to the workings of SPSSX. It covers how to get your data into SPSSX; cleaning and documenting your SPSSX system files; sorting your cases; and using procedures for simple descriptive statistics. Fee: $60.

SPSS-X: Advanced Data and File Management

Topics covered include VECTOR processing; DO IF—END IF structures; reading data with the FILE TYPE GROUPED, FILE TYPE MIXED, and RECORD TYPE commands; the DO REPEAT command; and the splitting and merging of files. Fee: $30.

Introduction to UNIX and *vi*

This class covers introductory UNIX information: logging in and logging out; a brief discussion of the hierarchical file system; basic UNIX shell commands, and an introduction to *vi*, the display-oriented, interactive text editor. Fee: $90

UNIX Mail

This class covers the features of the UNIX mail command and includes information on how to send and receive electronic mail between on-campus computers, and between a campus and an off-campus machine. Fee: $30.

CLERICAL SKILLS

Typing Instruction Via Computer

Ronda Goldstein
Business Communications Consultant
0036 Monday, Wednesday & Friday
February 12, 14, 16
9 - 11 a.m.
Fee: $40

This is a typing course designed for students of all levels. Using an IBM-PC and an easy-to-use typing tutorial program, you can learn the keyboard without peeking at the keys, and improve your speed and accuracy. For additional practice, an excellent and inexpensive typing exercise book will be available. Enrollment in this class will be limited to ten, so be sure to register early.

Survival Skills for the Administrative Assistant

Gail Banish
Course Facilitator
UCSF Library
Representative Speakers from UCSF Departments
0038 Thursdays, March 8, 15, 22
8:30 a.m. - 12 noon
Fee: $25 (includes manual)

This three-part workshop will include instructors from Accounting, Materiel Management, Physical Plant, and the Personnel Department. An overview of procedures and forms related to the subjects listed below will be presented. A comprehensive manual of the most commonly used UCSF forms, and a list of services and resources will be distributed. Subjects covered:

- ☐ Payroll
- ☐ General Ledger
- ☐ Travel
- ☐ Vendor Payments
- ☐ Materiel Management (Purchasing)
- ☐ Personnel Divisions
- ☐ Employment (Recruiting Process)
- ☐ Physical Plant
- ☐ Networking

Basic Medical Terminology I

Sally Stewart
Medical Record Administrator
UCSF Medical Records Department
0040 Tuesdays
February 27, March 6, 13, 20, 27
April 3, 17, 24, May 1, 8
1:30 - 2:30 p.m.
Fee: $20

Have you ever spotted an interesting job opening for which you posess all the necessary skills except one: knowledge of medical terminology? Do you already have a job in which you type medical words but do not know their meaning? Have you ever wondered how many errors you make in medical transcription because you could not read someone's writing? If you answered "yes" to any of these questions, this course will help you build a foundation for learning very basic medical terminology. These sessions will provide a structure for you to:

- ☐ Memorize 50 word roots related to the human body
- ☐ Memorize 15-20 suffixes for diseases and symptoms
- ☐ Memorize 15-20 suffixes for surgical procedures and medical tests
- ☐ Understand approximately 120 medical terms

Weekly quizzes are used to assist you in learning and identifying your strengths and weaknesses.

The Clerical Staff's Guide to Business English

Ronda Goldstein
Business Communications Consultant
0041 Tuesdays & Thursdays
March 27, 29, April 3, 5
10 a.m. - 12 noon
Fee: $25

Writing, transcribing, and typing professional letters will be easy once you understand the basic rules of business English. In this four-part course, you will learn the principles of grammar, punctuation, capitalization, spelling, and word usage which apply to every piece of business communication. By revising practice sentences and business letters, you will become adept at proofreading and editing your own written communication. You will also learn to use a variety of letter formats and layouts. As a result of this course, you will be able to produce written communication which is effective, attractive, and correct.

MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Terry Johnson, Assistant Vice Chancellor, Accounting Department, states, "Since people are the most important resource of any organization, the development and training of employees is essential. The work environment is constantly changing and this requires ongoing programs and development for employees at every level of the organization."

WRITING SKILLS

Writing the Winning Proposal

Barbara Nelson
Writing Consultant
0035 Wednesday, February 21
1 - 4 p.m.
Fee: $20

This three-hour workshop is designed to teach participants how to write a successful proposal. Both in-house proposals and those intended for audiences outside the organization will be covered. The primary focus will be on plans for new programs, requests for resources, and changes in policy and procedures. In the workshop we will examine:

☐ Why most proposals are not effective
☐ The elements of a successful proposal
☐ The steps to developing a winning proposal
☐ Formatting techniques that ensure your proposal will be read

Writing and Editing Professional Journal Articles

Barbara Nelson
Writing Consultant
0034 Wednesdays, January 10, 17, 24
1 - 4 p.m.
Fee: $25

This workshop focuses on the specific writing skills and techniques relevant to professional journal writing in all sciences. The entire writing process from generating the ideas to producing the polished final product will be examined. Professional articles will be critiqued to determine the components of ones which are well written. That knowledge will then be applied to your own writing. As a result of attending this workshop, you will be able to:

☐ Understand the writing process
☐ Avoid writer's block
☐ Organize complex materials effectively
☐ Write articles with a clear focus and logical development
☐ Know when to use professional jargon
☐ Choose the right verb tense for reporting and analyzing data

HEALTH AND SAFETY PROGRAMS

Unit Stress Assessment/ Education Services

Bruce Flynn, M.S., C.R.C.
Manager
UCSF Employee Rehabilitation Services

How aware are you and your employees of the origin and nature of stress; its effects on health, productivity, and job satisfaction; its relationship to burnout? Specialized services are available to departments or units, which can help employees identify the stresses in their work lives, assess stressor patterns within the unit, and offer suggestions as to how the effects of these stresses may be amended. Through this process, the unit creates a more cohesive, and less stressful, work environment.

To arrange, contact Bruce Flynn at X62621.

AIDS Consultation/ Training Services

Bruce Flynn, M.S., C.R.C.
Manager
UCSF Employee Rehabilitation Services

As a supervisor or manager, you may find that employees who are HIV+, or have ARC or AIDS will present a variety of special needs or issues affecting you and others within your unit. Accommodations to physical limitations or restrictions (including extended leaves, job restructuring, or flexible scheduling) may be necessary. Emotional or personal problems may become evident. Others may express concerns about their co-worker's condition or become upset if ill health or death seems imminent.

All of these issues (and many more) require informed, supportive, and consistent management of the situation. The Employee Rehabilitation Service can provide consultation assistance to units or departmental managers who are coping with AIDS in the workplace. As well, individualized training/educational sessions can be arranged on a unit-by-unit basis.

To arrange, contact Bruce Flynn at X62621.

MANAGERS WHO SUPPORT DEVELOPMENT AND TRAINING:
Susan Semonoff, Assistant Director, Medical Center, has, herself, benefitted from employer-sponsored development activities in the past. Susan says, "I know first hand how important and valuable these activities are in providing increased job satisfaction and opportunities for employees. As a manager, I also recognize the benefit to an institution of employees who have been helped to advance through the organization."

Save-A-Heart CPR Course

Gary Barton
UCSF CPR Coordinator
Course offered twice a month
Fee: $20

Cardiopulmonary resuscitation (CPR) is a life-saving technique which allows you, the rescuer, to keep someone alive whose lungs and/or heart have stopped working due to accident or illness. Those attending the save-a-heart course will learn through a combination of self-paced individual study and hands-on practice. At the completion of the course, participants will be able to:

☐ Employ assessment skills and verbalize the victim's condition
☐ Demonstrate mouth-to-mouth breathing, chest compressions, and choke-saving skills on a training mannequin
☐ Activate the emergency medical services system

Sign up for courses by calling X61817.

Rape Prevention Education

Leslie Simon
UCSF Coordinator
Rape Prevention Education Program
Dates and times given upon request

Our Rape Prevention Education Program serves the UCSF community, students, staff, faculty, and neighbors, including those at off-campus facilities, by providing education and information on topics related to sexual assault. The coordinator offers a free 90-minute personal safety discussion group on safety awareness, myths and realities about sexual assault-related resources, and self-defense options. Training workshops and special information workshops provide inservice training for police, medical workers, emergency room staff, and all professionals and paraprofessionals on campus who might work with people who have been sexually assaulted. A small collection of books and articles on sexual assault is available for reference.

For information, contact the Rape Prevention Education Program, Women's Resource Center, X65222.

Personal Stress Assessment Services

Bruce Flynn, M.S., C.R.C.
Manager
UCSF Employee Rehabilitation Services

On an individual basis, employees may request assistance in surveying and analyzing the sources of stress in their lives. The goals of this process will be to assist employees to better balance demands at work, at home, and in other areas of life which cause stress and strain. Employees will complete the Personal Stress Assessment Inventory (PSAI) and, working one-to-one with a professional counselor, will develop a personal stress management action plan. Generally, two one-hour sessions will be necessary to complete the PSAI and discuss the results.

To arrange, contact Bruce Flynn at X62621.

EMPLOYEE DEVELOPMENT

English as a Second Language

Geri van Engers
English as a Second Language Consultant
0045 Tuesdays & Thursdays
January 9 through March 22
12 noon - 1 p.m.
Fee: $50

Build confidence in your use of English in a relaxed and supportive setting. This course, which is held twice a week, gives you the opportunity to:

☐ Strengthen your command of English grammar
☐ Learn to express yourself and your ideas comfortably
☐ Learn to recognize and correct errors
☐ Build your knowledge and comprehension of commonly used phrases and expressions

Through a variety of class activities designed for the non-native speaker in a workplace environment, you will be able to practice and improve your skills in:

☐ Oral communication
☐ Pronunciation
☐ Listening comprehension
☐ Reading
☐ Writing

Class activities will include lectures, discussion, in-class assignments, and slide shows. Course materials will be provided by the instructor. Students are encouraged to bring a notepad and their lunch to class.

Communicating with Confidence: A Workshop for Non-Managers

Neuritsa Lancaster
Consultant
0044 Wednesday, March 28
9 a.m. - 4:30 p.m.
Fee: $20

Communicating positively with confidence is one of the most important qualities in successful performance on the job. This course will offer employees an opportunity to learn about the components of successful, positive communication and to practice communication skills. As a result of attending this class you will be able to:

☐ Request information regarding your work performance
☐ Give effective instruction to others
☐ Ask for help in a way that makes it easier for others to lend assistance
☐ Clearly and directly express your concerns
☐ Recognize and make use of both verbal and non-verbal aspects of communication

Continuing education credit will be available for nurses who attend this workshop.

Telephone Communication Skills Training

Cindy Sonnenberg/Dorie Brannigan
Communication Consultants
0049 Tuesday, February 6
9 - 11 a.m.
Fee: $10

What kind of image do you project on the telephone? Knowing how to communicate effectively and courteously over the telephone can improve your job performance. This class is designed to help you develop good answering, message taking, and communication techniques. Putting calls on "hold" often can make the caller feel ignored. Techniques on correct "holding" and "transferring" procedures are taught so that no caller ever feels neglected. Also included in the class is how to deal effectively with irate callers, as well as how to improve other telephone communications skills.

SPECIAL PROGRAMS AND SERVICES

Retirement Planning Program

Susan Eveleth
Career Development Specialist
0052 Wednesdays
February 14, 21, 28, March 7, 14, 21
10 a.m. - 12 noon
Fee: $10

This six-part workshop is intended for UCSF employees who want to begin planning their retirement. Six two-hour sessions focus on topics of interest in the retirement process and provide information and resources to support personal goals for the retirement years. In this program you will be given information about:

☐ Estate planning
☐ Financial and tax planning
☐ Basic and additional University retirement systems
☐ The retirement process and continuing UC benefits
☐ Social Security eligibility and benefits
☐ UCSF Retirees' Association

Career Development Services

Career Development Services provide a variety of ways in which employees can assess their values, skills, and interests, and develop strategies for realistically coping with their work environments. Workshops are available to help participants examine career directions and explore career options. In addition, employees can schedule individual counseling sessions with a Career Development Specialist to discuss career decisions. Supervisors who want to help employees plan and develop their job potential can also meet with the Career Development Specialist. The focus of these services is on the needs of UCSF working adults to clarify their own information, to promote self-advocacy, and to encourage productivity in their work life. Contact Susan Eveleth at X64032.

Course Design and Consultation Services

The Development and Training Division can assist your organizational unit with training program design. We can help you devise your own training class, or locate outside professionals who can tailor programs to meet your specific needs.

We can also bring the programs advertised in this insert to your department on request.

Finally, we can administer and/or advertise training programs created by your unit. Fees may be connected with this service. Please call Gayla Tyson at X64032 for further information on these services.

Reduced Fee Enrollments

A regular status employee* in a career position who meets the admission requirements of the University is eligible to attend regular session UC courses under the Reduced Fee Enrollment Program. This program provides for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to nine units or three regular session University of California courses per quarter, whichever is greater. University Extension courses and Development and Training courses are not covered through this policy. Contact Pat Coleman, X61563, for Reduced Fee Enrollment forms.

*Regular status employees are those who have completed the probationary period in a career position at 50% or greater time.

FOR DEVELOPMENT AND TRAINING INFORMATION CALL OR WRITE

Gayla Tyson, Director, Employee Relations & Development
Mary Ellen Lipinski, Training Coordinator
Susan Eveleth, Career Development Specialist
Mary Roberts, Personnel Assistant III
Bill Salem, Program Assistant
Yi Yin, Data Programming Specialist
UCSF Personnel Department
Box 0834
San Francisco, CA 94143-0834
(415) 476-4032

NON-DISCRIMINATION STATEMENT

In accordance with applicable State and Federal laws and University policy, the University of California, San Francisco, does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran's status, medical condition (as defined in Section 12926 of the California Government Code), ancestry or marital status; nor does the University discriminate on the basis of citizenship, within the limits imposed by law or University policy. In conformance with applicable law and University policy, the University of California, San Francisco, is an affirmative action/equal opportunity employer. Inquiries regarding UCSF's equal opportunity policies may be directed to: Assistant Vice Chancellor—Affirmative Action/Equal Opportunity, (415) 476-4752.

ENROLLMENT PROCEDURES

Enrollment is on a first-come, first-served basis, and classes fill quickly. Classes are limited to a suitable size, and are for **UCSF employees only.**

1. Promptly fill out the Enrollment Application, **ONE PARTICIPANT AND ONE CLASS PER APPLICATION**, and return to the Development and Training Division, Box 0834.
2. If dates and times for the courses you choose are not specifically provided in this insert, please enroll in the course anyway. Development and Training will contact you when a date and time have been determined.
3. If your department is to be recharged, the budget number, budget authorization signature, and your supervisor's signature are required. If you attend the course on your own time and pay your own fees, these signatures are not required. Checks should be made payable to the **UC Regents and dated the first day of the course** for which you are applying.
4. A letter confirming your enrollment and class location will be sent to you two weeks before the class is held. If you have not received a confirmation letter at least one week before the class, please call us immediately at X64032.
5. If the class is filled, you will be placed on the waiting list and notified by mail. If you have not received notification one week before the class begins, please call us at X64032.

CANCELLATION POLICY

If you determine that you cannot attend a class, please call the Development and Training office immediately to let us know, so that we can schedule another interested participant into your slot. In order to receive a cash or departmental refund, the Development and Training Division requires that cancellations be made **2 full working days** in advance of the scheduled class.

WAITING LISTS

Waiting lists are only valid for the current quarter (Winter). If you were put on a waiting list in the Fall quarter, you must re-apply to the class this quarter (Winter).

Please cut along the dotted line.

ENROLLMENT APPLICATION
DETACH AND RETURN TO:
DEVELOPMENT & TRAINING, BOX 0834

(please print or type)

One participant and one class per application. An application is required for enrollment even when there is NO FEE for the course. Refunds on cancelled courses are made only if cancellation occurs TWO full days before the course is held.

Current Date _____
Course Title _____ Session Number _____
Applicant's Name _____ Phone Ext. _____
Job Title _____ Mail Stop (Box) _____
Department Name _____
Applicant's UCSF Employee Identification Number _____
Fee $ _____
Paid by: (check one) ☐ Dept. _____ ☐ Personal Check To "UC Regents"
Check # _____
Check attached and dated the FIRST day of the course. ONE CHECK PER COURSE PLEASE.

Department Budget No. __ - _____ - _____ - __
Budget Authorization Signature _____
Supervisor's Signature _____

Photocopy this form if you need more copies. Please cut along the dotted line.

Nov. 25-Dec. 15, 1989

CENTER FOR PRE-HOSPITAL RESEARCH & TRAINING JOURNAL CLUB: *Alcohol & Injury.* Karen Hughes, Trauma Foundation, SFGH. Paramedics & nurses get 2 CE credits. Refreshments will be served. L 134. 6-8 p.m. Call x68502 for information.

SAN FRANCISCO HISTORY CLASS: *SF from the 18th Century to the Present.* Free weekly classes by historian Charles Fracchia, sponsored by SF Historical Society. Through Dec. 13. Toland Hall. 7:30-9:30 p.m. Call 567-2725 for further information.*

7 Thursday

MEDICINE GRAND ROUNDS: *Tropical Diseases of Importance to Internists.* John P. Sanford, U Hlth. Sci., Bethesda. Toland Hall. 8 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRICS GRAND ROUNDS: *Evaluation of Craniofacial Anomalies.* William Hoffman, Surg. & Plast. Surg. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Acid Aerosols: Potential Health Effects.* Michael Lipsett, Dept. Hlth. Serv., Berkeley. M 989. 9-10 a.m.

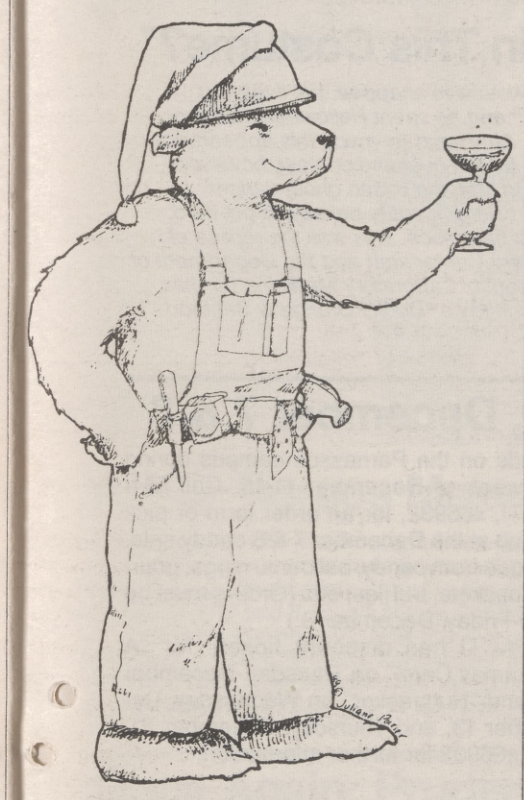
FAMILY & COMMUNITY MEDICINE/PRIMARY CARE LECTURE SERIES: *Insulin Dependent & Non-Dependent Diabetes.* Laurence Gavin, Med. & Diab. Clinic, ACC. A 455. 10-11 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

WOMEN'S RESOURCES PUBLIC PROGRAM: *How to Give Without Feeling Spent.* Beverly Dubrin, publisher, "Where-To Guide." Tips on where to find great gifts at a small price. HSW 300. Noon-1 p.m. Call x65836 for information.*

SCIENCE WRITING CLINIC: Drop-in help with writing problems & publishing questions. Sponsored by Biomedical Editor's Group. N 417. Noon-1 p.m. For more information call Evangeline Leash, x61503.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 1:30 p.m.



MU GRAND OPENING

Everyone is invited to the Grand Opening of the newly renovated Millberry Union. There will be refreshments, tours and more. Entertainment includes: Swing Fever, Plaza Grill; harpist, Cafe Terrace; string quartet, MU lobby. A plaque dedication to all donors also will take place. 3-6 p.m.*

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: *Mechanisms of Erythropoietins Action.* Tania Weiss, Biochem., VAMC. M 1296. 3 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1361. 4-6 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 4 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Ventricular Ectopy: Who Needs Treatment?* John Langberg, Med. A 455. 4:30 p.m.

RADIATION ONCOLOGY GRAND ROUNDS: *Systemic Therapy of Advanced Prostate Cancer.* Mary Wilkinson, Med. & CRI. L 34. 5 p.m.

RADIOLOGY GRAND ROUNDS: *Hepato-Biliary Interventions.* Anders Lunderquist, U Lund, Sweden. HSW 303. 5:15-6:15 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A 222. 6 p.m.*

8 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

SFGH NUCLEAR MEDICINE/RADIOLOGY CONFERENCE. Rm. 1X58, SFGH. 7:45-9 a.m.

CHILD & ADOLESCENT PSYCHIATRY CONFERENCE. LPPI Aud. 11:10-11:30 a.m.

HEALING YOUR FINANCES: *Prosperity, Balancing Money & Spirituality.* Betty Berthards, therapist & psychic. A series of seminars sponsored by Paths of Healing & Wholeness. N 517. Noon.*

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

A DAY OF SCIENCE TO HONOR RICHARD K. ROOT

An international symposium to honor Richard K. Root, who has stepped down as chair of the Department of Medicine. HSW 300. 1:30-5 p.m. Call x2138 for information.

- *The Polymorphonuclear Leukocyte in Host Defenses—An Overview.* Seymour J. Klebanoff, U Wash.
- *The Molecular Biology of the Components of the Oxidative Burst of the Human Neutrophils.* Harry L. Malech, NIH
- *The Function of Cystosolic Factors in NADPH-Oxidase Activity.* William N. Nauseef, U Iowa
- *Understanding Spectral Infectious Diseases: The Immunology of Leishmaniasis.* Richard M. Locksley, Med. & Microbio/Immun.
- *The Gonococcus—Adaptation to Phagocyte Attack.* Myron S. Cohen, UNC, Chapel Hill
- *Immunopathogenic Mechanisms of Human Immunodeficiency Virus Infection.* Anthony F. Fauci, NIH
- Concluding Remarks. Merle A. Sande, Med. & SFGH.

9 Saturday

ANESTHESIA MORBIDITY & MORTALITY CONFERENCE. HSW 301. 8-10 a.m.

ORTHOPEDIC GRAND ROUNDS. Children's Hosp. & Adult Med. Center, Bothin Aud. 8-9 a.m.

SURGERY GRAND ROUNDS: David J. Effany, Surg., U Queensland, Australia. Followed by M&M conference. Toland Hall. 8:30 a.m.

UROLOGY GRAND ROUNDS: George E. Deshon, Jr., Uro., Letterman Army Med. Ctr.; Perinchery Narayan, Uro. Preceded by case presentations. HSW 300. 8:30-11 a.m.

UCSF COMMUNITY CHORUS

UCSF Community Chorus Christmas Concert. Composed of UCSF staff, students and members of the local community. Co-sponsored by SF Choral Society & UCSF Arts & Lectures.

- Sat., Dec. 9: Mozart's "Grand Mass in C Minor"; Bach's "Magnificat". 8 p.m.
- Sun., Dec. 10: Bach's "Magnificat"; Women's Chorus performance. 4 p.m.

Both performances take place at the First Congregational Church, corner of Post & Mason. $8. Call x62542 for further information.

11 Monday

SAC FOOD DRIVE

CHANCELLOR'S STAFF ADVISORY COMMITTEE FOOD DRIVE: 2nd annual drive runs Dec. 11-15. Deposit your canned food in marked barrels around campus. Call Chris at x65683 to volunteer.*

OTOLARYNGOLOGY GRAND ROUNDS: *Pediatric Malignancies of the Head & Neck.* Arthur R. Ablin, Ped. & Onc. *Pigmented Lesions of the Head & Neck in Children.* Richard W. Sagebiel, Path. & Derm. S 214. 8-10 a.m.

POLYAMINE SYMPOSIUM

Polyamines—Compounds Whose Time Has Come? An Overview & Update of Current Knowledge. Speakers: Anthony E. Pegg, Penn State; David R. Morris, U Wash., Perry J. Blackshear, Duke; Alexander Rich, MIT. From UCSF: Philip Coffino, Med. & Microbio/Immun.; C.C. Wang, Pharm. Chem.; Laurence J. Marton, Lab. Med., Neurosurg., & Brain Tumor Res. Ctr. Sponsored by the Office of the Chancellor & Dean of the School of Medicine. HSW 300. 8:45 a.m.-5 p.m. Call x65734 for further details.*

OVEREATERS ANONYMOUS MEETING: *The "H.O.W." Concept.* A more structured approach to over-eating. Speaker & discussion. N 417. Noon. Call Lia, x64251.*

OVEREATERS ANONYMOUS MEETING: Regular OA meeting. N 717. Noon.*

DERMATOPHARMACY SEMINAR: *Effects of Skin Color & Race on Skin Function.* Enzo Berardesca, Derm., U Hosp., Pavia, Italy. S 940. 12:10-1 p.m.

SURGERY SEMINAR: *Gastrin & Somatostatin Release in Gastric Endocrine Cells of the Human Stomach.* A.M.J. Buchan, Physio., U British Columbia. HSE 317. 2-3 p.m.

12 Tuesday

COMBINED MODALITY BREAST CANCER CONFERENCE. Surg. Clin. Conf. Rm., 6th fl. A. 8 a.m.

ORAL & MAXILLOFACIAL SURGERY GRAND ROUNDS: *History of Oral & Maxillofacial Surgery.* Donald H. Devlin,, Oral & Maxillo. Surg. C 701. 8 a.m.

SFGH PEDIATRIC GRAND ROUNDS. Carr Aud., SFGH. 8-10 a.m.

SFGH MEDICINE GRAND ROUNDS. Carr Aud., SFGH. 11:30 a.m.

SFGH GI MEDICINE/SURGERY/RADIOLOGY IMAGING CONFERENCE. Rm. 1X58, SFGH. 4-5 p.m.

NEUROLOGY GRAND ROUNDS: *Increased Muscle Tone: Mechanism, Diagnosis & Management.* John Day, Neuro. S 664. 5-6 p.m.

OUTDOORS UNLIMITED SLIDE PRESENTATION: *Rafting the Grand Canyon.* HSW 300. 7:30 p.m.*

13 Wednesday

PLASTIC SURGERY GRAND ROUNDS: *Ambulatory Anesthesia.* Barbara Gold, Anes. Toland Hall. 7-8 a.m.

SFGH ORTHOPEDIC SURGERY STAFF CONFERENCE. Rm. 5K8, SFGH. 7:30-9 a.m.

MULTIDISCIPLINARY TUMOR BOARD: M 1296. 7:30 a.m. Call coordinator Barbara Blakely, x61662.

DERMATOLOGY CONFERENCE. HSW 301. 8-9 a.m.

ENDOCRINE GRAND ROUNDS: *Genetics of Vasopressin Function in Health & Disease.* Gary L. Robertson, Med., U Chicago. M 1486. 8:30 a.m.

BROWN BAG LECTURE SERIES: *Highs & Lows of Holiday Blues.* Dorothea Lack, Psych., Mt. Zion & Pac. Presb. Med. Ctrs. HSW 300. Noon-1 p.m. Call x64394.*

PARNASSUS AL-ANON MEETING: For friends & families of alcoholics. C 517. Noon-1 p.m.*

ANATOMY SEMINAR: *Control of Timing & Spatial Organization During Caulobacter Differentiation.* Lucy Shapiro, Dev. Bio., Stanford. S 1364. Noon.

PSYCHIATRY GRAND ROUNDS: *Intensive Psychotherapy of "Untreatable" Schizophrenia in a Primarily Outpatient Drug-Free Setting.* Ira Steinman, private practice. LPPI Aud. 1-2 p.m.

HEAD & NECK TUMOR CONFERENCE. A 723. 1 p.m.

CHILD NEUROLOGY CONFERENCE. M 666. 4:30 p.m.

SFGH GI MEDICINE/SURGERY PATIENT CARE CONFERENCE. Rm. 4H2, SFGH. 4:30 p.m.

PATHOLOGY GRAND ROUNDS. HSW 508. 5:30-6:30 p.m.

SAN FRANCISCO HISTORY CLASS: *SF from the 18th Century to the Present.* Free weekly classes by historian Charles Fracchia, sponsored by SF Historical Society. Final class. Toland Hall. 7:30-9:30 p.m. Call 567-2725 for further information.*

14 Thursday

MEDICINE GRAND ROUNDS: *Legionella Infections.* Richard D. Meyer, UCLA. Toland Hall. 8 a.m.

SFGH NEUROLOGY-NEUROSURGERY CONFERENCE. Rm. 4H2, SFGH. 8-9 a.m.

PEDIATRIC GRAND ROUNDS: *Fetal Transplantation.* Michael R. Harrison, Surg. & Ped. S 664. 8:30-9:30 a.m.

SFGH TRAUMA CENTER CONFERENCE. Rm. 4H2, SFGH. 9-10 a.m.

OCCUPATIONAL & ENVIRONMENTAL MEDICINE GRAND ROUNDS: *Arsenic & Drinking Water & Cancer: An Underrated Health Risk.* Alan Smith, Epidem., UCB. SFGH Bldg 30, 5th fl. 9:15-10:45 a.m.

PEDIATRIC TUMOR BOARD. L 34. 11 a.m.-12:15 p.m.

GERIATRIC GRAND ROUNDS: *The Aging Eye.* Lee K. Schwartz, Ophth., Mt. Zion. Herbst Hall. Noon.

NEURO-ONCOLOGY TUMOR BOARD. L 34. 1:30 p.m.

CRI HEMATOLOGY/ONCOLOGY GRAND ROUNDS: John Park, Hem. M 1296. 3 p.m.

MEDICINE/SURGERY ADULT CARDIAC CATHETERIZATION CONFERENCE. L 1361. 4-6 p.m.

CLINICAL ONCOLOGY CONFERENCE. M 1296. 4 p.m.

ORTHOPEDIC SURGERY STAFF CONFERENCE. A 630. 4-5 p.m.

PRIMARY CARE GRAND ROUNDS: *Current Diagnosis of Thyroid Disease.* Francis Greenspan, Med., Radio. & Thyroid Res. Group. A 455. 4:30 p.m.

RADIATION ONCOLOGY GRAND ROUNDS: *Radiation Dosimetry: Past & Present.* Kenneth R. Kase, Rad. Onc., U Mass. L 34. 5 p.m.

RADIOLOGY GRAND ROUNDS: *Subspecialty Uses of Doppler Ultrasound.* Ruth Goldstein, Radio. HSW 303. 5:15-6:15 p.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. LPPI A 222. 6 p.m.*

PLASTIC SURGERY LECTURE/DINNER MEETING: *Bony Orbital Surgery.* Robert Pearl, Plast. Surg., Stanford. Faculty/Alumni House. Dinner 6 p.m. Lecture 7 p.m. For reservations call x63061.

15 Friday

SFGH MAXILLOFACIAL TRAUMA CONFERENCE. Rm. 4H4, SFGH. 7-7:30 a.m.

SFGH NUCLEAR MEDICINE/RADIOLOGY CONFERENCE. Rm. 1X58, SFGH. 7:45-9 a.m.

CHILD & ADOLESCENT PSYCHIATRY CONFERENCE. LPPI Aud. 10:10-11:30 a.m.

ALCOHOLICS ANONYMOUS MEETING: All are invited. HSE 336. Noon-1 p.m.*

WOMEN'S RESOURCES

Sponsored by UCSF Women's Resource Center unless otherwise noted. Call x65836.

GROUPS

Ongoing noontime drop-in groups for women working or studying at UCSF.

Women of Size Support Group. N 527. Mon., Nov. 27.

Such a Group! Jewish Women's Discussion Group. 1308 3rd Ave. Fourth Tues. of every month.

Lesbian Lunch Group. C 213. First & third Mon. of each month.

Latin Women Coalition. N 527. Last Wed. of each month.

Not So Gay Divorcees: Support Group for Divorced & Separated Women. Tues., Nov. 14 & 28.

WORKSHOPS

Developing Unity Among Women of Color: Exploring & Healing Cross Racial Hostility & Internalized Racism. Facilitated by Virginia R. Harris & Trinity A. Ordona. Sat., Dec. 9. 1308-3rd Ave. 11 a.m.-4 p.m. $20-$40.

The December Dilemma: Interfaith Holiday Issues. Facilitated by Debbie Freed & Roseanne Levitt. Wed., Dec. 13. C 130. 5:30-9 p.m. $15-$30

RAPE PREVENTION

Classes, workshops & support groups sponsored by UCSF Rape Prevention Program. Call x65222 for information & registration.

Personal Safety, Rape & Assault Prevention Presentations. By appointment to campus departments & employees in the workplace.

Support Group for Sexual Assault Survivors. Five consecutive weekly sessions, 5-6:30 p.m. on a day to be arranged. $5-$40 sliding scale.

CRIME PREVENTION

Presented by UCSF Police Department Crime Prevention Program. Call x65683 for information & reservations.

Co-Ed Self Defense Workshop. Trish Brinkman, instructor. Fitness Studio B, MU. Sat., Dec. 2., 9 a.m.-4 p.m. $40.

Tear Gas Classes. Department of Justice certified. Personnel Conference Rm., 1350-7th Ave. Sat., Dec. 9, 9 a.m.-noon. $12. Pre-registration required.*

Benefits/Personnel

Services for Post-Earthquake Problems

The following people and services are available on campus to help you cope in the aftermath of the earthquake:

- **Faculty, Staff & Students Assistance Program (FSSAP)**—Grief groups, on-going post-trauma groups or individual counseling. All services free and confidential. Call x68279 or x68286.
- **Chaplain Services**—Rod Seeger and his staff are available for "sidewalk consults." People who "just want to talk" can call x62961 or digital beeper 739-6602 day or night.
- **Department of Nursing**—Clinical nurse specialist Pam Minarik is available to Medical Center staff and patients on the adult medicine, surgical and critical units. Call x62252 or voice beeper 222.
- **Langley Porter**—Crisis hotline, 8 a.m. to 5 p.m. Licensed psychiatric workers respond to calls from staff or community. Call x62215 or x67430 for adults or x67231 for children. Counseling available. Call Susan Garritson, x67307 for other services available.
- **Landberg Center**—Available for persons in need of counseling or support. Call 564-3515.
- **Legal Assistance**—The SF Bar Association is providing free legal assistance for earthquake-related matters. Call 764-1616.

Open Enrollment Ends at 5 p.m. Nov. 30

If you're planning to make changes in your medical, dental, optical, legal, Medplus or Depcare enrollment status, your forms must be received by 5 p.m. on Thursday, November 30, in Campus Accounting, Box 0812; or in the Benefits Office, Box 0918. See your department's benefits rep for forms and further information.

How Are the Funds Performing?

For those invested in the 403(b) Plan and the After-tax Plan, here are the latest unit values and monthly factors (as of October 31). If you have questions, please call x69256.

	Monthly Factor	Current Rate
Savings	.0068	8.00%
Money Market	.0071	8.33%
GIC	.0076	8.96%

	Unit Value	1-Month Change	12-Month Change
Bond	$38.93	2.8%	16.81%
Equity	$62.55	−1.5%	21.37%

More BART Shuttles

Transportation Services has expanded the UCSF/Civic Center BART shuttle service to include two shuttles and more runs. Monday through Friday, departures from the BART station (southwest corner of 8th Street and Market at the MUNI bus stop) begin at 6 a.m. and from UCSF at 6:15; then run about every 15 or 20 minutes throughout the day (except for two or three hours in the middle of the day) until after 8 p.m. Check the shuttle station in front of LPPI for the complete schedule or pick one up in Transportation, MU G level, Room 18. Questions, call x61511.

Guide to Holiday Vacation Planning

The official days off during the holidays are Friday and Monday, December 22 and 25; and Friday and Monday, December 29 and January 1. Based on operational needs, some departments may close during the Christmas week. If this happens in your department, you have several options: You can take vacation time off, comp time off or leave without pay. If you're a new employee (or even if you're not) and don't have enough vacation time to cover this, you can be advanced the amount of vacation time you need. Call Employee Relations, x62789, if you have questions.

EMPACT!

"What the Hell Am I Doing in This Costume?"

That's exactly what MU's Al Kerr was saying when the photo was snapped. We'll tell you what he was doing: He was EMPACT!'s "Great Pumpkin," and he spent Halloween morning delivering gifts that people bought at the EMPACT! sale. Afterward he made this appearance at MU's Halloween bash in Saunders Court—not in time for the costume contest, however. "The tall guy" (School of Dentistry's Mike McDonald) won first, the Indian ghost dancer (Reprographics' Al Howell) got second, and the Bavarian Nerd (identity unknown) got third. In the pumpkin carving contest, the "Seismic Series" got first place. This was the replica of Candlestick complete with crowds, created by the Surgery Center staff and the Department of Physiologic Nursing. Second place went to the Department of Laboratory Medicine for their Liberace pumpkin. The Chancellor's Award went to Neurology's "Duck l'Orange & Seafood Special." And "Weirdest Pumpkin" went to Housing.

Ethel M Chocolate Tasting, December 7 & 8

If you stop by EMPACT!'s candy sale on Thursday and Friday, December 7 and 8, you can sample Ethel M Chocolates! This will be in the Medical Sciences lobby between 11 a.m. and 2 p.m. Both See's and Ethel M candies will be on sale. Other dates you can purchase chocolates: Weekdays December 14-21 in the Med Sci lobby and December 14, 15, 19 and 21 in the ACC lobby. 11 a.m. to 2 p.m. on all dates.

Other holiday items on the EMPACT! agenda:

- Santa and Frostie will deliver gifts to your friends on the Parnassus campus during the week of December 11-15. Call EMPACT!, x66932, for an order form or pick one up at the December 7 & 8 candy sale. Choose from candy, balloons, mugs, gourmet baskets, truffles, etc. (Orders must be in by Friday, December 8.)
- EMPACT! has discount tickets for "A Christmas Carol" on Thursday, December 14; and "Nutcracker" on Wednesday, December 13, and Thursday, December 21. Call x66932 for further information.

Service Awards

Service awards are issued on staff members' tenth anniversary of employment (or longer, in increments of five years). Names are provided by Personnel as awards are processed. Campus and Medical Center departments should send criteria to Personnel as employees become eligible for service awards.

Mary Evelyn Altman, 25 years, resource management & planning services.

Luis A. Alvarez, 10 years, hospital registration services.

Billy R. Befford, 25 years, physical plant.

Kathryn Elaine Benson, 20 years, Proctor Foundation.

Alma C. Botello, 10 years, materiel management.

Cheryl A. Buckins, 10 years, materiel management.

Luellen Byrum-Reed, 20 years, computer center.

Nicanor E. Callado, 10 years, nutrition & dietetics.

David M. Campbell, 10 years, library.

Kim K. Chu, 15 years, nutrition & dietetics.

Lester "Lee" F. Clark, 15 years, transportation services.

Andrew Collins, 10 years, physical plant.

Sue Condon, 10 years, nursing.

Harry Cordon, 10 years, audit department.

Stan H. Crowther, 15 years, environmental services.

Madeleine Dale, 10 years, social work.

Carrie M. Davis, 20 years, nursing.

Conrado D. Dichoco, 15 years, nutrition & dietetics.

Diane Dillon, 20 years, academic affairs.

Toni Edwards, 15 years, nursing.

Wayne Emery, 25 years, educational media resources.

Joseph A. Eshabarr, 15 years, hospital transport services.

James B. Fink, 10 years, respiratory care.

Patricia C. Freer, 15 years, materiel management.

Mary S. Freese, 20 years, telecommunications.

Wanda M. Garner, 10 years, dental clinics.

Helen Y.C. Gee, 15 years, School of Pharmacy Dean's Office.

Sal R. Giammona, 15 years, educational media resources.

Tracie R. Ginest, 10 years, materiel management.

Michael K. Grady, 10 years, CVRI.

Karin Greco, 10 years, purchasing.

Haydee C. Gunn, 20 years, medical records.

Nester L. Hall, 15 years, physical plant.

Dennis D. Hazen, 10 years, police department.

Kathleen B. Healy, 15 years, School of Medicine Dean's Office.

Robert Helstrom, 10 years, accounting office.

Verna M. Hodges, 15 years, design & construction.

Edward C. Hom, 10 years, internal audit.

Lai-Yee Hom, 10 years, clinical labs, SFGH.

Carmen V. Hoover, 10 years, Graduate Division.

Elaine T. Jackson, 10 years, LPPI.

Lee A. Jackson, 25 years, physical plant.

Yvonne V. Jacques, 25 years, pathology.

Richard A. Johnson, 15 years, environmental health & safety.

Martha Kincaid, 10 years, nursing.

Tommy W.C. Lam, 15 years, nutrition & dietetics.

Dorothy LaMotte, 20 years, environmental services.

Stephen Lee, 15 years, LPPI.

Michael Lemont, 10 years, School of Pharmacy Dean's Office.

Amy Levine, 10 years, Women's Resource Center.

Gladys Lew, 15 years, educational media resources.

Herbert E. Lewis, 30 years, materiel management.

Mary A. Limosner, 30 years, university advancement & planning.

Maria Maldanado, 10 years, CCU.

Emiliano C. Manaoat, 15 years, environmental services.

Elizabeth Mark, 10 years, CCU.

Kristina J. May, 10 years, ob/gyn.

Margaret J. Maynard, 10 years, family & community medicine.

Fausta B. Molina, 10 years, clinical labs, SFGH.

Silvia E. Molina, 10 years, academic affairs.

Lin Ngau, 15 years, materiel services.

Mildred Ng, 10 years, academic affairs.

David A. Novi, 15 years, nutrition & dietetics.

Promotions

Promotions are made available to this publication after they are processed by the Personnel Department.

Andrea Bennett, audiovisual assistant I, educational media resources.

Luis Delcid, food service manager, nutrition & dietetics.

Marius Ionescu, laboratory assistant I, pediatrics.

Joseph Ladika, staff research associate III, ob/gyn.

Frances Lee, personnel assistant I, personnel.

Rafael Llemos, senior custodian, physical plant.

Estelle Nelson, appointment assistant I, faculty group dental practice.

Emilie O'Shea, accounting assistant II, medicine/AIDS/oncology.

Sundy Pacquing, storekeeper, Millberry Union bookstore.

Kathleen Perkins, administrative assistant III, medicine/AIDS/Oncology.

Nieves Pimentel, senior food service worker/ food service worker, nutrition & dietetics.

Marguerite Santy, administrative assistant III, medicine.

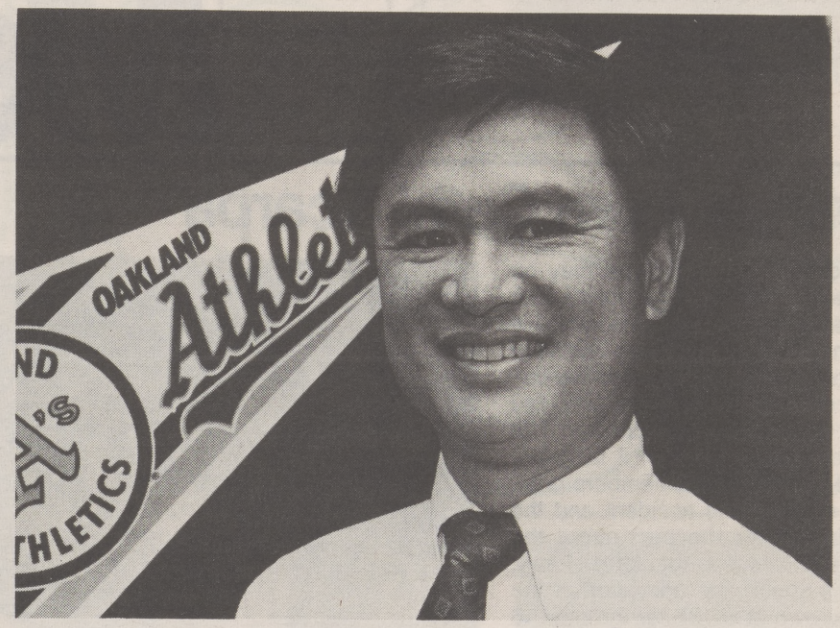
Patricia Souza, library assistant III, library.

Gordon Wilson, program assistant II, medicine.

Phyllis Woods, office supervisor I, radiology.

Medsounds Continued

Bit of a Belated Welcome: Lucy Sponsler and Clifton Louie



Lucy Sponsler, who arrived here from New Orleans in August for a two-year management fellowship in the Medical Center, was a professor of Spanish for 18 years at the University of New Orleans (part of LSU) before switching career directions.

The fact that she has two young sons, she explains, gave her the expected exposure to the healthcare delivery system. She was interested and intrigued by what she saw and experienced, but, frankly, also saw room for improvement.

Eventually her intrigue led to enrollment in the Master's program in health care administration at Tulane University. The program requires a residency following completion of the coursework, so when she was accepted for our fellowship program, the whole family pulled up roots and moved west.

Her husband, the former dean of Loyola Law School in New Orleans, relocated as director of staff attorneys at the Ninth Circuit Court of Appeals, headquartered in San Francisco. And her boys, now ages 11 and 14, are having a good time of it adjusting to California kids and schools in their newly adopted hometown of Moraga. (Definitely a bigger emphasis on sports here, says Lucy.)

Her mentor during the fellowship is finance director Jackie Kuhn. Her initial projects, it comes as no surprise, involve "cost efficiency studies and reimbursement issues." You can reach Lucy at x68065; or frequently she works out of the Budget & Reimbursement Office at CED, x66796.

Clifton Louie says his impression of the Medical Center so far is favorable, considering the building withstood the earthquake in good shape. The particular relevance of that opinion is that Building Management is one of his areas of responsibility as a new assistant director in Medical Center Administration.

He's also over Telecommunications, Environmental Services, Laundry/Linen Services, Biomedical Engineering and Patient Escort; and he serves as the liaison to the campus departments Physical Plant and University Police.

He was just settling into his new job when the earthquake hit. He arrived October 2 from Children's Hospital in Oakland, where he served in a similar capacity as vice president for support services.

Cliff started his career as a pharmacist and served as director of pharmaceutical services first at the US Army hospital in Ft. McPherson, Georgia, when he was in the military, and later at Marshal Hale Hospital and Children's Hospital/Oakland. He remains in the Army Reserve to date, and, in fact, already knew Helen Ripple from the Reserve (she's a colonel).

As far as his interests go, he likes bicycling, backpacking in the Sierra, the Oakland A's and, well, he loves a good joke. He's one of these people who can actually remember jokes and even carries a repertoire. He didn't supply any proof of this, however, so when you see him, say: "Hey Cliff, heard any good jokes lately?"

Neuro Nurses Make Better Bikers

The two on the bike are 8 Long's Annie Grummel and Neurosurgery's Siobhan Geary, who, along with Annie's sister, rode the two-day, 150-mile "Waves to Wine Country" bicycle trek sponsored by the Multiple Sclerosis Society. The other two—clinical nurse specialist Mimi Monahan (left) and 8 Long's Nancy Doolittle—were attendants at the first aid stations, as was 8 Long's Lisa Mannheimer. How much money did they raise? "Personally, about $1,600 between us," says Siobhan. Altogether? "About $425,000, I think." Any gliches? "Annie got a flat tire." Got it fixed okay? "Yes, she could have done it herself, but this guy came by." Going to ride again next year? "Yes! We're planning to get a big group together."

Bearly New's Estelle Blair with a few of the items she's donating to the Auxiliary's Holiday Bazaar on December 6. The selection includes Barbie and Barbie-like dolls, baby dolls and animals. Estelle also regulary donates dolls to the ACC's Pediatric Clinic. As always, she makes all the clothes herself in her spare time.

Christmas Shopping Opportunities Dec. 6 & 8

The Auxiliary has two holiday events scheduled for your shopping pleasure:

- **Jewelry sale—Wednesday, Dec. 6:** Between 8 a.m. and 5 p.m. in the Medical Sciences lobby you an purchase all varieties of jewelry—gold, silver, pearls, diamonds, precious and semi-precious stones; bracelets, pins, earrings, necklaces and rings, including wedding sets. Cash, checks or credit cards.

At the same time and place, Top Hat Produce will be back with dried fruits, nuts and candies and, of course, a variety of creative holiday packaging. And don't miss Estelle Blair's dolls dressed in handmade outfits. Estelle is the faithful and friendly manager of the "Bearly New" thrift shop run by the Auxiliary, and not only is she making all the doll clothes herself, she's donating all the proceeds to the Auxiliary.

- **Thrift shop holiday open house, Friday, December 8:** The Auxiliary's "Bearly New" thrift shop at 1752 Fillmore is having a Christmas Fair, and if you've never been there, why not hop on the special shuttle leaving from Moffitt Circle every 20 minutes between 11 a.m. and 2:30 p.m. that day. Santa Claus will be there, handing out See's candies. Shop for bargain items (including Christmas ornaments); or bring your donations of clothes, jewelry, small household items, toys (or ornaments). You'll get something in return—a tax receipt.

Once Again: Prudential "Quality" Program Chooses UCSF Medical Center

The Medical Center at UCSF has been named one of seven centers nationwide in which children can receive allogeneic bone marrow transplants under the Prudential Insurance Company's "Institutes of Quality" program.

The Prudential program, which began in July 1988, is the first of its kind. It is designed to guide patients to institutions with superior track records in performing high-tech medical treatments and is available in most states to individuals enrolled in Prudential group health plans.

According to Dan Dragalin, MD, Prudential vice president for group medical services, UCSF was selected to participate in the network "because of its experience and success rate in performing pediatric allogeneic bone marrow transplants." He added that UCSF is recognized as one of the top institutions in the country performing this procedure.

In allogeneic transplants, donor marrow comes from another individual—most often from a "matched" sibling. A match occurs when HLA-antigens—certain proteins on the surface of white blood cells and most other cells in the body—are the same in both donor and recipient. Last month, UCSF was approved by the National Bone Marrow Donor Registry to perform transplants using unrelated donors.

UCSF also performs autologous transplants, in which the patient's own marrow is removed, sometimes treated, and then returned after the patient has undergone chemotherapy and/or radiation therapy.

The UCSF Pediatric Bone Marrow Transplant Program, directed by Morton J. Cowan, MD, first performed allogeneic transplants in 1982. Initially, the program served patients with severe congenital immunodeficiency disease. In July 1985 when a special UCSF unit dedicated to bone marrow transplants in children was opened, services were expanded to treat children with various types of cancer, including leukemia, lymphoma and neuroblastoma.

Since then, this UCSF program has transplanted more than 100 children ranging in age from a few weeks to 18 years, and the patient population has expanded to include children with certain inherited metabolic diseases. The pediatric bone marrow transplant team has done pioneering work in developing innovative methods to successfully treat bone marrow from parents who are "partially matched" with their children—making transplants possible that previously were thought to be too dangerous to try.

UCSF also participates as a kidney transplant center in the Prudential Institutes of Quality. The UCSF Kidney Transplant Service—established 25 years ago—has performed more than 3,400 transplant procedures and is now the largest program of its kind in the world.

UCSF Medsounds

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Greetings from Cathi Scarpa

Nursing Education's Cathi Scarpa may be bedbound, bandaged and pinned for the time being, but that blithe spirit she possesses is doing just fine. One of the three Alameda vanpool riders who survived the freeway collapse, Cathi suffered a lacerated liver and her legs and feet literally were crushed. But her upper body came through it fairly unscathed, and, in fact, she remembers practically every detail of the accident and the aftermath. Except for the part about the death of her vanmates, she speaks of it freely, with the same spunk and animation of the Cathi we've known at UCSF for the past 16 years.

She was in the front passenger seat, one of eight people in the van, and they were traveling on the upper level of the Cypress overpass when the earthquake hit.

"I didn't know whether it was an earthquake or an explosion. The road ahead looked just like waves rolling up and down. When the freeway came down, our van dropped 25 feet." Shortly after the crash someone came to help and Cathi—safety expert that she is—directed him to the van's fire extinguisher to put out the fire that had started under the hood.

At that point she was numb from the waist down, not knowing whether or not she even had legs, but still conscious. "I remember calling out to the others and throwing stones at Judy [Jester] to see if I could get a response. And I heard a moan from the back seat, so I knew there was some life back there . . ."

At one point during the rescue process, after she had been removed from the van, Cathi remembered that her briefcase was still in the van. "It was full of material I was getting ready for the JCAHO, and I thought, 'I've got to get that out of there and get it to Helen Ripple.' I remember begging someone to go get it, but I don't know what ever happened to it."

Of the three survivors from the van, Cathi and Hematology's Meg Fitzpatrick were taken to the trauma center at Eden Hospital in Castro Valley. And Judy Jester, a research associate in Mike Harrison's lab, was taken to Kaiser Oakland.

At this writing Meg, who suffered neurological, internal and orthopedic injuries, is still in serious condition in the ICU at Eden Hospital, but she's out of the coma and improving. "Some people from our department were able to visit her," says Joyce Lehman, supervisor in Hematology. "She's still on a respirator, so she can't talk, but at that point she was beginning to respond with her eyes and expressions. It's looking a bit better."

Judy suffered extensive orthopedic injuries, but she's out of the danger zone. In fact, by the time you read this, she'll probably be out of the hospital, says colleague Ron Baireuther. "It's going to be a long haul getting on her feet again, but the important thing is, she's going to be okay." A couple of weeks ago Judy celebrated her birthday—in the hospital—so a group of co-workers from Mike Harrison's lab brought a portable birthday party to her bedside.

As for Cathi, she has been transferred from Eden to the adjacent Laurel Grove Hospital, a rehabilitation facility. The day of the interview was the first time she had moved from the bed to a wheelchair, and wheeled outside for some sunshine and fresh air. The expectation was that she will leave for home around Thanksgiving; and somewhere between six weeks and three months from now the pins in her legs will be removed and regular casts put on. Then, in about six months, she'll start weightbearing exercises—the first step toward walking again. "Which, of course, I will," she confirms.

She views her recovery as going well, and an important part of that, she says, has been the support she's received from the staff at UCSF. "It's overwhelming. Even people I didn't know that well—people I maybe saw in the hall and we exchanged 'hellos'—have sent their greetings and encouragement."

If you take a look at her hospital room, you see what she means. It's wall-to-wall cards, letters, flowers, balloons and other get-well wishes from friends and co-workers. "Please tell everyone thanks. And that I miss them. And that I'll be seeing them again before long."

Little Faye and Big Bruce

The celebrity guest at the Med Center's United Way kickoff on November 6 was Bruce Bosley, a former San Francisco 49er who played from 1956 to 1969. He is now an active member of the SF chapter of the 49er Alumni Association, which lends a hand to many a charitable cause, in this case the United Way campaign.

The kickoff was one of four United Way "Agency Fairs" hosted by the Medical Center this year, during which donor reps and staff had the opportunity to get acquainted with organizations that benefit from United Way.

At this writing, the big raffle drawing had not yet occurred. By the time you read this, it will have. If you're interested in who won what, check the listing posted in M 181 (Patient Relations Office).

When Environmental Services donor rep (and NFL fan) Faye Lewis was asked to pose with former 49er Bruce Bosley, she rose to the occasion very well, thanks to a nearby ladder.

Christmas is Scheduled as Usual

The Med Center's Management Advisory Group (MAG) will be coordinating the department decorating and toy drive during the holidays this year—and all indications are that these activities *will* take place. The details hadn't settled into place as of this writing, however. Watch for news via flyers and departmental newsletters.

Volunteer Services, on the other hand, does have some plans in place:

- **Lobby Decorating.** Help decorate the Moffitt and Ambulatory Care Center lobbies on Friday, December 1. Just show up in either lobby (look for the tree) between 8 and 9 a.m. Theme: "Old-fashioned Children's Christmas."
- **Christmas Caroling.** Volunteer Services will be organizing caroling groups to visit areas of the Medical Center. Talk to Sharon at x61196 if you would like to participate.
- **Stocking Stuffers Needed.** Volunteer Services is seeking small items suitable for stuffing children's stockings. The stockings are for the Christmas party for pediatric patients sponsored by the Auxiliary and Volunteer Services. Drop off your items in the volunteer office, L 119A, by Friday, Dec. 15.

"Now I Eat 1 lb., 10 oz. for Breakfast"

LaCanja Saucier of Daly City was born prematurely in May of 1988—weighing in at 1 pound, 10 ounces—and spent the first three-and-a-half months of his life in our Intensive Care Nursery. Sixteen months later, here he is, hearty and hale and having a fine time as a guest at the annual ICN Halloween picnic. Each year this event in Saunders Court brings together hundreds of ICN "alumni" and their families for a reunion with the UCSF nurses and doctors who cared for them. Along with the ICN, the event is sponsored by the Preterm Labor Clinic, the Parent Support Group and the Nursery Follow-up Program.

In This Issue!

- **UCSF Buys Remainder of CED,** see page two.
- **Millberry Union grand opening Dec. 7,** see "Today/Tomorrow" calendar page five.
- **Hansberry Theatre will kick off UCSF King Week,** see page one.
- **$11 million for heart and lung research,** see page one.